



THORPE ST ANDREW TOWN COUNCIL

TOWN COUNCIL MEETING

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

Tel/Fax: (01603) 701048

Email: office@thorpestandrew-tc.gov.uk

2nd November 2022

Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Roxley Hall on 7th November 2022 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 1 Attendance book and apologies for absence.
 - 2 Declarations of interest in items on the agenda.
 - 3 To confirm the minutes of the Town Council meeting held on 3rd October 2022
 - 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
 - (iii) Members of the public
 - 6 Finance
 - (i) Payments List
 - (ii) Bank Reconciliation Statement
 - 7 Draft Minutes of Committee Meetings
 - i) Planning and Environment Committee held 10th October 2022
 - ii) Finance and Staffing Committee held 17th October 2022
 - 8 Budget 2023/2024 – report attached
 - 9 Disposal of Assets – report attached
 - 10 LGA Model Member code – verbal report
 - 11 Performance Update – verbal report
 - 12 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 business to be transacted
 - 13 Fitzmaurice Park Cricket Proposal – report attached
- 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: 01603 701048 Email: office@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

**Thorpe St Andrew Town Council
Minutes of the Town Council meeting
held on 3 October 2022 at 7:30pm**

1 PRESENT:

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

APOLOGIES: Mr L Reeves & Ms M Friend

IN ATTENDANCE: Mrs R McCarthy (OM/RFO), Mr J Calver (Parks & Estates Supervisor), and two members of the public

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 5 SEPTEMBER 2022

The minutes of the meeting held on 5 September 2022 were agreed and signed as a true record.

4 ANNOUNCEMENTS (For information only)

i) The Town Mayor a) Reflection on the passing of Queen Elizabeth II
Miss S Lawn acknowledged the events that had been attended to mark the sad passing of the Queen, including the flag raising across the town, services of commemoration at the Church and the proclamation of King Charles II at Broadland District Council. Miss Lawn also wished to place on record her thanks to Dr T Foreman for manning the book of condolence for the Queen throughout the period of mourning

Miss S Lawn also updated the Town Council on other activities during the previous month including the Dementia Support Group afternoon tea, the funeral of Cllr Nigel Shaw, a meeting with Norwich Bystanders Cricket Club and the Town Mayor's Reception. Miss Lawn wished to place on record her thanks to the officers for organising the reception and to Mrs D Wheatley & Mr S Snelling for organising the afternoon tea.

ii) None

5 PUBLIC PARTICIPATION – TO CONSIDER A MOTION TO SUSPEND THE MEETING TO ALLOW MEMBERS OF THE PUBLIC OPPORTUNITY TO ADDRESS THE MEETING (LIMITED TO 3 MINS EACH)

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

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

Cllr J Fisher gave an update related to Highways and transport matters affecting the town, and Cllr J Emsell gave an update on the practical and environmental benefits of the combined move of Broadland District and South Norfolk Council to the Horizon building on the Broadland Business Park.

- (iii) The local Tree Warden gave a brief report on plans for the local area, including engaging with members of the public to water/sponsor trees, and reduced use of pesticides. Miss S Lawn suggested she liaise with the Parks & Estates Supervisor.

A member of the public asked if the council had budgeted appropriately for the increase in energy prices. The RFO confirmed that adequate provisions were in place.

6 FINANCE

- (i) Payments List was agreed and signed as a true record.
- (ii) Bank Reconciliation Statement was agreed and signed as a true record.
- (iii) Notice of Conclusion of External Audit was noted, with thanks passed to the RFO.

7 DRAFT MINUTES OF THE EVENTS AND MEDIA COMMITTEE

Mr J Emsell confirmed that he had been re-elected as chair, with Miss S Lawn vice-chair, and provided a brief overview of the remaining 2022 events.

8 REVIEW OF STANDING ORDERS

Miss S Lawn outlined a request from members to amend the standing orders following concern that information shared with District and County Councillors as a privilege had been used for personal political gain.

It was proposed by Miss S Lawn, seconded by Mrs J Fisher and on a show of hands with all in favour RESOLVED that Standing Order 23 be revised to read:

“a) A draft copy of proposed meeting dates shall be sent to the ward councillor(s) of the District and County Council representing the area of the council”

9 CRICKET MAINTENANCE COSTS

The RFO presented the costs involved in maintaining Fitzmaurice Park for the provision of cricket and outlined the proposal which had been put to Norwich Bystanders Cricket Club to continue using the pitch and pavilion for the 2023/24 season. Mrs J Fisher advised that she, Miss S Lawn and officers had recently

attended a meeting with the club and Norfolk Cricket Board to discuss the club's financial position and their future direction.

Following discussion, it was AGREED to continue negotiations with the cricket club based on their counter proposal, waiving the pitch fees but with hire of the Town Hall at the standard rate of £15.75 per hour. Final offer to be agreed at the next Town Council meeting following consideration by the Finance & Staffing Committee.

10 CHIEF EXECUTIVE OFFICER RECRUITMENT AND LOCUM CONTRACT

The RFO clarified that Council needed to review the current Locum CEO arrangement and decide when they would like to recommence recruitment for a permanent replacement. Following engagement with officers in attendance it was AGREED to continue the current Locum CEO contract for a further 3 months, and to start the recruitment process at the same time.

11 NORFOLK MINERALS AND WASTE LOCAL PLAN

The report was noted with no comment needed.

Future Agenda Items: Norwich Bystanders Cricket Club Counter Proposal

The meeting closed at 9:00pm

Signed:

Dated:

Rachel McCarthy

From: Thomas Foreman
Sent: 03 November 2022 15:28
To: Rachel McCarthy
Subject: FW: Councillor Report

Report from Councillor John Ward

Broadland District Council

South Norfolk DC staff are now moving into Thorpe Lodge prior to both Councils moving into our new Horizon building at Postwick. 2,500 solar panes on this building will, together with other green energy features, reduce our carbon footprint by 84% giving annual savings on running costs of £300,000.

I spent my £500 Member Grant earlier this year on a sewing machine, craft machine and materials for the 1st Sprowston Guides. I have just received a nice email of thanks together with pictures of some of the things they have made with the machines.

On 21st October, I was pleased to attend our Community at Heart Awards at The Space where I presented a plaque to the winner of the Enhancement Awards for the best building conversion : Blue Sky Barn at Reepham. Other category winners were presented with their plaques by our Cabinet Members.

Norfolk County Council

The E-Scooter trial in Norwich has been extended to May 2024 with more scooters available and the service being extended to Hethersett and Drayton.

There will be roadworks on the Broadland Northway from 31st October in order to repair signs, kerbs, road markings, drainage and landscaping.

Norfolk County Council will set a new budget on 21.2.23 and are now asking for the public's views at www.norfolk.gov.uk/budget

Item 6. i) PUBLIC

3 November 2022 (2022-2023)

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
687 Telephone	03/10/2022		Bank 1 Current Accou	DD	Mobile Phones - Office	O2	S	41.51	8.30	49.81
688 Telephone	03/10/2022		Bank 1 Current Accou	DD	Mobile Phones - Parks & Estata	O2	S	54.65	10.93	65.58
666 Photocopying	05/10/2022		Bank 1 Current Accou	BACS	Photocopying	Aurora	S	240.00	48.00	288.00
667 Repairs and maintenance	05/10/2022		Bank 1 Current Accou	BACS	Dog bins	Beighton Builders	S	60.00	12.00	72.00
668 Grounds Machinery Maintenz	05/10/2022		Bank 1 Current Accou	BACS	Machinery Maintenance	Ben Burgess	S	3.62	0.73	4.35
669 Cleaning and cleaning mater	05/10/2022		Bank 1 Current Accou	BACS	Cleaning Materials	Bunzl	S	154.51	30.90	185.41
672 Field Maintenance Contract	05/10/2022		Bank 1 Current Accou	BACS	Field Maintenance - Rec Gmd	CGM Group	S	1,710.74	342.15	2,052.89
673 Field maintenance contract	05/10/2022		Bank 1 Current Accou	BACS	Field Maintenance - Fitz	CGM Group	S	857.18	171.44	1,028.62
674 Buildings & amenity areas	05/10/2022		Bank 1 Current Accou	BACS	Damage Refund	CGM Group	S	-100.19	-20.04	-120.23
675 Field Maintenance Contract	05/10/2022		Bank 1 Current Accou	BACS	Field Maintenance - Rec Gmd	CGM Group	S	883.58	176.72	1,060.30
676 Field Maintenance Contract	05/10/2022		Bank 1 Current Accou	BACS	Field Maintenance - Fitz	CGM Group	S	589.06	117.81	706.87
677 Tree expenditure	05/10/2022		Bank 1 Current Accou	BACS	Tree work	CGM Group	S	550.00	110.00	660.00
678 Maintenance contract	05/10/2022		Bank 1 Current Accou	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
679 Projects	05/10/2022		Bank 1 Current Accou	BACS	Feasibility Study	Hamson Barron Smith	S	1,500.00	300.00	1,800.00
681 Audit	05/10/2022		Bank 1 Current Accou	BACS	External audit	PFK Littlejohn LLP	S	1,300.00	260.00	1,560.00
682 CEO Salary	05/10/2022		Bank 1 Current Accou	BACS	Locum Services	Politis Ltd	S	4,800.00	960.00	5,760.00
684 Fireworks	05/10/2022		Bank 1 Current Accou	BACS	Toilet hire	Toilets+	S	741.67	148.33	890.00
670 Dussindale maintenance	05/10/2022		Bank 1 Current Accou	BACS	Pest control	Burrell Pest control	X	70.00		70.00
671 Hillside maintenance	05/10/2022		Bank 1 Current Accou	BACS	Pest control	Burrell Pest control	X	130.00		130.00
680 Cleaning bus shelters	05/10/2022		Bank 1 Current Accou	BACS	Bus shelter maintenance	Mr R Marmoy	X	140.00		140.00
683 Remembrance Day	05/10/2022		Bank 1 Current Accou	BACS	Wreaths & Crosses	The Poppy Appeal	X	290.00		290.00
685 Dussindale water charges	05/10/2022		Bank 1 Current Accou	BACS	Water charges - Duss Allot	Wave	E	124.67		124.67
686 Water rates	05/10/2022		Bank 1 Current Accou	BACS	Water charges - Town Hall	Wave	E	153.60		153.60
689 Salary	12/10/2022		Bank 1 Current Accou	BACS	October salary		X	2,630.20		2,630.20
690 Salary	12/10/2022		Bank 1 Current Accou	BACS	October salary		X	2,406.74		2,406.74
691 Salary	12/10/2022		Bank 1 Current Accou	BACS	October salary		X	2,420.66		2,420.66
692 Salary	12/10/2022		Bank 1 Current Accou	BACS	October salary		X	2,448.82		2,448.82
693 Salary	12/10/2022		Bank 1 Current Accou	BACS	October salary		X	2,847.88		2,847.88
694 Salary	12/10/2022		Bank 1 Current Accou	BACS	October salary		X	2,456.99		2,456.99
695 Salary	12/10/2022		Bank 1 Current Accou	BACS	October salary		X	895.84		895.84
696 Salary	12/10/2022		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	919.53		919.53
697 Employers NIC	12/10/2022		Bank 1 Current Accou	BACS	employers nic	HMRC	X	491.10		491.10
698 Salary	12/10/2022		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	746.70		746.70
699 Employers NIC	12/10/2022		Bank 1 Current Accou	BACS	employers nic	HMRC	X	389.73		389.73
700 Salary	12/10/2022		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	693.12		693.12
701 Employers NIC	12/10/2022		Bank 1 Current Accou	BACS	employers nic	HMRC	X	383.40		383.40

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
702	Salary	12/10/2022		Bank 1 Current Accou	BACS	tax nic	HMRC	X	704.71		704.71
703	Employers NIC	12/10/2022		Bank 1 Current Accou	BACS	employers nic	HMRC	X	389.75		389.75
704	Salary	12/10/2022		Bank 1 Current Accou	BACS	tax nic	HMRC	X	944.11		944.11
705	Employers NIC	12/10/2022		Bank 1 Current Accou	BACS	employers nic	HMRC	X	496.29		496.29
706	Salary	12/10/2022		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	754.46		754.46
707	Employers NIC	12/10/2022		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	369.24		369.24
708	Employers NIC	12/10/2022		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	28.59		28.59
709	Student Loan	12/10/2022		Bank 1 Current Accou	BACS	Student Loan	HMRC	X	210.00		210.00
710	Salary	12/10/2022		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	261.37		261.37
711	Pension Employer	12/10/2022		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	965.06		965.06
712	Salary	12/10/2022		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	194.16		194.16
713	Pension Employer	12/10/2022		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	803.42		803.42
714	Salary	12/10/2022		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	191.72		191.72
715	Pension Employer	12/10/2022		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	793.32		793.32
716	Salary	12/10/2022		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	194.17		194.17
717	Pension Employer	12/10/2022		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	803.45		803.45
718	Salary	12/10/2022		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	263.61		263.61
719	Pension Employer	12/10/2022		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	973.34		973.34
720	Salary	12/10/2022		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	52.14		52.14
721	Employers Pension	12/10/2022		Bank 1 Current Accou	BACS	Pension Employer	Norfolk Pension Fund	X	227.52		227.52
737	Fuel	13/10/2022		Bank 1 Current Accou	BACS	Fuel	Fuel Genie	S	258.06	51.61	309.67
738	Fuel & machinery mainten	13/10/2022		Bank 1 Current Accou	BACS	Fuel	Fuel Genie	S	51.04	10.21	61.25
722	Training	14/10/2022		Bank 1 Current Accou	BACS	Training - Groundsmen	CGM Group	S	320.00	64.00	384.00
724	Park maintenance	14/10/2022		Bank 1 Current Accou	BACS	Wet Pour	G B Sport and Leisure	S	229.35	45.87	275.22
725	Repairs and maintenance	14/10/2022		Bank 1 Current Accou	BACS	graffiti removal	Kent Blaxill	S	60.73	12.15	72.88
726	Youth Shelter Maintenance	14/10/2022		Bank 1 Current Accou	BACS	Youth Shelter Redesign	Kent Blaxill	S	176.56	35.31	211.87
729	Legal charges	14/10/2022		Bank 1 Current Accou	BACS	Legal fees	Norfolk County Council	S	276.00	55.20	331.20
731	River Green maintenance	14/10/2022		Bank 1 Current Accou	BACS	Flowers	Trade UK	S	198.33	39.67	238.00
732	Equipment Hire	14/10/2022		Bank 1 Current Accou	BACS	Skip Hire	PSH Environmental	S	255.00	51.00	306.00
733	Receipts and payments	14/10/2022		Bank 1 Current Accou	BACS	Plants	Taverham Nursery Centre	S	49.08	9.82	58.90
734	Roxley Hall	14/10/2022		Bank 1 Current Accou	BACS	Paint & Tools	Trade UK	S	32.08	6.42	38.50
735	Hillside maintenance	14/10/2022		Bank 1 Current Accou	BACS	Fencing	Trade UK	S	65.07	13.01	78.08
736	Park maintenance	14/10/2022		Bank 1 Current Accou	BACS	Tools	Trade UK	S	7.24	1.45	8.69
727	Fireworks	14/10/2022		Bank 1 Current Accou	BACS	Sound Engineer Services	KSD Events	X	2,800.00		2,800.00
728	Xmas Event	14/10/2022		Bank 1 Current Accou	BACS	Sound Engineer Services	KSD Events	X	850.00		850.00
730	Receipts and payments	14/10/2022		Bank 1 Current Accou	BACS	Advert in Parish Life	Thorpe St Andrew PCC	X	230.51		230.51
723	Electricity	14/10/2022		Bank 1 Current Accou	BACS	Electricity - River Green	E.on	L	271.43	13.57	285.00
775	Telephone	17/10/2022		Bank 1 Current Accou	Credit Card	Microsoft Teams	Microsoft	E	42.75		42.75
776	Telephone	17/10/2022		Bank 1 Current Accou	Credit Card	Microsoft Teams	Microsoft	E	11.30		11.30

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
777	Subscriptions	17/10/2022		Bank 1 Current Accou	Credit Card	Microsoft Teams	Adobe	E	26.49		26.49
771	Vehicle lease	17/10/2022		Bank 1 Current Accou	DD	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
773	Miscellaneous	17/10/2022		Bank 1 Current Accou	Credit Card	Mourning materials	Amazon	S	29.12	5.82	34.94
774	Office equipment	17/10/2022		Bank 1 Current Accou	Credit Card	I D cards	Amazon	S	2.60	0.52	3.12
778	Miscellaneous	17/10/2022		Bank 1 Current Accou	Credit Card	Mourning materials	Hobbycraft	S	0.83	0.17	1.00
780	Training and H & S	17/10/2022		Bank 1 Current Accou	Credit Card	Mourning Clothing	Matalan	S	24.32	4.87	29.19
786	Mayor's expenses	17/10/2022		Bank 1 Current Accou	Credit Card	Town Mayor's Reception	Makro	S	143.34	26.12	169.46
787	Stationery	17/10/2022		Bank 1 Current Accou	Credit Card	Paper	Makro	S	17.99	3.60	21.59
772	Subscriptions	17/10/2022		Bank 1 Current Accou	Credit Card	Subscription	Adobe	X	496.94		496.94
779	Miscellaneous	17/10/2022		Bank 1 Current Accou	Credit Card	Mourning materials	Morrisons	X	15.00		15.00
781	Training and H & S	17/10/2022		Bank 1 Current Accou	Credit Card	Training Course	Astranti	X	251.25		251.25
782	Additional Events	17/10/2022		Bank 1 Current Accou	Credit Card	TEN	Broadland DC	X	21.00		21.00
783	Fireworks	17/10/2022		Bank 1 Current Accou	Credit Card	TEN	Broadland DC	X	21.00		21.00
784	Xmas Event	17/10/2022		Bank 1 Current Accou	Credit Card	TEN	Broadland DC	X	21.00		21.00
785	Mayor's expenses	17/10/2022		Bank 1 Current Accou	Credit Card	Town Mayor's Reception	B&M	X	4.95		4.95
788	Mayor's expenses	17/10/2022		Bank 1 Current Accou	Credit Card	Town Mayor's Reception	Morrisons	X	74.36		74.36
789	Stationery	17/10/2022		Bank 1 Current Accou	Credit Card	Desk Calendars	QD	X	4.47		4.47
743	Electricity (Toilets)	20/10/2022		Bank 1 Current Accou	BACS	Electricity - River Green Toile	TotalEnergies Gas & Power L	L	250.88	12.55	263.43
741	Fireworks	20/10/2022		Bank 1 Current Accou	BACS	Fireworks	Skylit Pyrotechnics	X	5,000.00		5,000.00
749	Newsletter	20/10/2022		Bank 1 Current Accou	BACS	Newsletter	Colourprint	X	1,266.00		1,266.00
739	Cleaning and cleaning mater	20/10/2022		Bank 1 Current Accou	BACS	Cleaning Materials	Bunzl	S	251.40	50.28	301.68
740	Receipts and payments	20/10/2022		Bank 1 Current Accou	BACS	Fertiliser	Collier Turf Care Ltd	S	40.50	8.10	48.60
742	Energy charge	20/10/2022		Bank 1 Current Accou	BACS	Electricity - Streetlights	TotalEnergies Gas & Power L	S	1,799.98	359.98	2,159.96
744	Miscellaneous	20/10/2022		Bank 1 Current Accou	BACS	Alarms Maintenance	Vincent Security	S	130.00	26.00	156.00
745	Training and H & S	20/10/2022		Bank 1 Current Accou	BACS	Alarms Maintenance	Vincent Security	S	130.00	26.00	156.00
746	Health & Safety	20/10/2022		Bank 1 Current Accou	BACS	Alarms Maintenance	Vincent Security	S	275.00	55.00	330.00
747	River Green maintenance	20/10/2022		Bank 1 Current Accou	BACS	Alarms Maintenance	Vincent Security	S	104.00	20.80	124.80
748	Telephone	20/10/2022		Bank 1 Current Accou	BACS	Broadband	Virgin Media Business	S	40.75	8.15	48.90
750	Bottle Bank	20/10/2022		Bank 1 Current Accou	BACS	Bottle bank	URM	S	50.40	10.08	60.48
792	Gas	24/10/2022		Bank 1 Current Accou	DD	Gas - Morse Pavilion	SSE	L	50.23	2.51	52.74
791	Telephone	24/10/2022		Bank 1 Current Accou	DD	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
793	Electricity	24/10/2022		Bank 1 Current Accou	DD	Electricity - Morse Pav	SSE	S	356.82	71.36	428.18
794	Telephone	26/10/2022		Bank 1 Current Accou	DD	Telephone - Morse Pavilion	Talk Talk	S	52.45	10.49	62.94
795	Telephone	26/10/2022		Bank 1 Current Accou	DD	Telephone - Office	Talk Talk	S	52.54	10.51	63.05
796	Bank charges	26/10/2022		Bank 1 Current Accou	DD	Bank charges	Lloyds Bank	X	7.00		7.00
761	Park maintenance	27/10/2022		Bank 1 Current Accou	BACS	Grass Seed	Collier Turf Care Ltd	E	225.64		225.64
751	Vehicle Maintenance	27/10/2022		Bank 1 Current Accou	BACS	Vehicle maintenance	Ben Burgess	S	43.71	8.74	52.45
753	Tree expenditure	27/10/2022		Bank 1 Current Accou	BACS	Tree work	CGM Group	S	3,975.00	795.00	4,770.00
755	Park maintenance	27/10/2022		Bank 1 Current Accou	BACS	Salt	Collier Turf Care Ltd	S	135.00	27.00	162.00

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
756	Park maintenance	27/10/2022		Bank 1 Current Accou	BACS	Salt	Collier Turf Care Ltd	S	135.00	27.00	162.00
757	Cleaning and cleaning materi	27/10/2022		Bank 1 Current Accou	BACS	Moss Cleaning	Collier Turf Care Ltd	S	57.88	11.58	69.46
758	Park maintenance	27/10/2022		Bank 1 Current Accou	BACS	Weed Killer	Collier Turf Care Ltd	S	69.33	13.87	83.20
759	Park maintenance	27/10/2022		Bank 1 Current Accou	BACS	Weed Killer	Collier Turf Care Ltd	S	114.84	22.96	137.80
760	Verge Cutting	27/10/2022		Bank 1 Current Accou	BACS	Weed Killer	Collier Turf Care Ltd	S	69.33	13.87	83.20
762	Tools & Equipment	27/10/2022		Bank 1 Current Accou	BACS	Backpack Blower	Felthorpe Lawnmower Servic	S	516.00	103.20	619.20
763	Xmas Event	27/10/2022		Bank 1 Current Accou	BACS	Electrical goods	M D Thompson	S	75.25	15.05	90.30
765	Fireworks	27/10/2022		Bank 1 Current Accou	BACS	Banners	Premier Print	S	180.00	36.00	216.00
766	Xmas Event	27/10/2022		Bank 1 Current Accou	BACS	Banners	Premier Print	S	180.00	36.00	216.00
768	Materials fixtures & fittings	27/10/2022		Bank 1 Current Accou	BACS	Tools and Equipment	Trade UK	S	122.56	24.51	147.07
752	Rent and deposit	27/10/2022		Bank 1 Current Accou	BACS	Allotment Refund		X	75.00		75.00
754	Newsletter	27/10/2022		Bank 1 Current Accou	BACS	Newsletter delivery	R Clarkes Distribution	X	525.00		525.00
764	Cleaning bus shelters	27/10/2022		Bank 1 Current Accou	BACS	Cleaning bus shelters	Mr R Marmoy	X	145.00		145.00
767	Receipts and payments	27/10/2022		Bank 1 Current Accou	BACS	Advert in Thorpe Players Mage	Thorpe Players	X	40.00		40.00
769	Wheeled/litter/dog bins	28/10/2022		Bank 1 Deposit Accou	BACS	Refuse Collection	Veolia	S	225.06	45.01	270.07
770	Wheeled/litter/dog bins	28/10/2022		Bank 1 Deposit Accou	BACS	Refuse Collection	Veolia	S	165.79	33.16	198.95
Total									68,682.43	5,165.25	73,847.68

Thorpe St Andrew Town Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/10/2022			
	Cash in Hand 01/04/2022			373,343.07
	ADD			
	Receipts 01/04/2022 - 31/10/2022			726,229.73
				1,099,572.80
	SUBTRACT			
	Payments 01/04/2022 - 31/10/2022			485,225.21
A	Cash in Hand 31/10/2022 (per Cash Book)			614,347.59
	Cash in hand per Bank Statements			
	Petty Cash	31/10/2022	0.00	
	Bank 2 Capital Account	31/10/2022	55,318.50	
	Bank 1 Deposit Account	31/10/2022	550,230.06	
	Bank 1 Current Account	31/10/2022	9,134.20	
				614,682.76
	Less unrepresented payments			335.17
				614,347.59
	Plus unrepresented receipts			
B	Adjusted Bank Balance			614,347.59
	A = B Checks out OK			

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE
MEETING
HELD ON 10TH OCTOBER 2022**

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

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

Apologies for Absence: Ms M Friend, Mr T Garner

2. Declarations of Interest: Mr S Snelling, Mrs J Fisher and Mr J Fisher declared a non-pecuniary interest in application BA/2002/0318/LBC

3. Minutes of meeting held on 8th August 2022

The minutes of the meeting held on 8th August 2022 were signed and approved as a true record.

4. Planning Items Raised by Residents-

One member of the public spoke on matters related to the agenda.

5. Planning Applications

20221411 29 St Andrews Avenue

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

20221285 40 Hillcrest Road

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

20220205 42 Thunder Lane

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

20221430 6 Pine Road

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

20221407 23 Laurel Road

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

20221492 149 Plumstead Road East

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

20221488 78 Furze Road

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

20221525 2 Saint Andrews Park

The Town Council, in its capacity as statutory consultee, wishes to raise no objections. The Town Council supports the energy saving measures.

20221572 33 Eastern Road

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

BA/2022/0318/LBC

The Town Council in its capacity as statutory consultee, were impressed with the quality and thoroughness of the plans. We have no objection.

6. Nutrient Neutrality

Mr J Fisher provided a verbal update following a meeting with Broadland District Council.

7. Enforcement Notices (Confidential Matters)

Noted.

Information Only

Confidential- Enforcement Notices
Noted

Meeting closed at 21.00hrs

Signed:

Dated:

Thorpe St Andrew Town Council
Minutes of the Finance & Staffing Committee meeting
held on 17 October 2022 at 7:30pm

1 PRESENT:

Mrs J Fisher (Chairman)	Mr S Snelling
Miss S Lawn	Mr J Fisher
Mr J Emsell	Mr L Reeves
Mr J Ward	Mr F Bowe

APOLOGIES: Mr P Berry & Ms M Friend

IN ATTENDANCE: Mrs R McCarthy (OM/RFO)

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 MINUTES OF THE MEETING HELD ON 25 JULY 2022

The minutes of the meeting held on 25 July 2022 were agreed, subject to removal of "Political purposes" in Item 10. RFO to clarify meaning with the CEO.

4 PUBLIC SESSION (LIMITED TO 3 MINS PER SPEAKER)

None

5 QUARTER 2 FINANCIAL REPORT

The RFO presented the financial report for the first 6 months of the 2022/23 tax year. It was requested that the next report shows the total figures with and without the play equipment investment. Mr J Fisher queried the cost of IT hosting which the RFO will discuss with the CEO. The Committee **NOTED** this report.

6 BUDGET 2023/24

The RFO presented a proposed Budget for the 2023/24, with an estimated tax base of 5166. Following discussion the salary figures for two new officers were revised to better reflect likely need, and a salary contingency introduced to support officer promotion where appropriate. The elections budget was also increased to allow for the programmed local government elections. It was proposed by Mrs J Fisher, seconded by Miss S Lawn and by show of hands with all in favour **RESOLVED** to present the final draft budget to the next Town Council meeting.

7 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 102 DUE TO THE DISCLOSURE OF COMMERCIAL INFORMATION

No public present

8 FITZMAURICE PARK CRICKET PROPOSAL

The RFO presented the cost implications of the proposed counter proposal received from Norwich Bystanders Cricket Club, with comparisons to other significant hirers of Town Council buildings.

Following a lengthy discussion, it was proposed by Mr J Emsell, seconded by Miss S Lawn and by show of hands with all in favour **RESOLVED** to recommend to the Town Council that hall hire remain at the fixed at rate of £15.75 per hour, with the introduction of a surcharge payable in the event of unsanitary conditions or damage after use.

Future Agenda Items: -

The meeting closed at 9:15pm

Signed:

Dated:

DRAFT

Item 8. THORPE ST ANDREW TOWN COUNCIL: BUDGET FINAL DRAFT 2023/2024 (Public)

ALLOTMENTS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	Notes
PAYMENTS						
Dussindale Maintenance	1066	1350	1700	1409	1500	
Dussindale Rent	400	400	400	405	450	
Dussindale Water	598	575	600	127	600	
Hillside Maintenance	300	2705	1500	1072	1500	
Hillside Water	823	619	600	420	850	
Rent & Deposit	91	258		50		
Water Charges	0	368		0		Close cost code
TOTAL	3278	6275	4800	3483	4900	
RECEIPTS						
Rents/deposits	5116	5471	5250	3020	5000	Increase to £26 per plot. 190 plots
Water charges	814	1417	800	774	1000	
TOTAL	5930	6888	6050	3793	6000	

BROADLAND DC ELECTIONS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Election costs	0	7079	4000		7000	
TOTAL	0	7079	4000	0	7000	

BUILDING MAINTENANCE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Town Hall	5014	4726	9000	2114	7000	
Morse Pavilion	10247	3066	9000	850	7000	
Roxley Hall	496	662	5000	247	3000	
Café	2621	2279	1000	264	1000	
River Green	3515	177	5000		3000	
TOTAL	21893	10910	29000	3475	21000	

BUSINESS SPONSORSHIP	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Payments	743	593	1000	673	1000	
TOTAL	743	593	1000	673	1000	
RECEIPTS						
Receipts	250	420	250	423	450	
TOTAL	250	420	250	423	450	

CAPITAL SPENDING	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Asset Replacement	0	10305	4500	6863	5000	
Buildings & Amenity Areas	7654	1815	7500	11115	7500	
Street lights	3390		9000			Close cost code - move to Street Lighting
Town Hall	898	755	5000	3225	5000	
Projects	320		20000	1500	16000	
War Memorial		1008				
TOTAL	12262	13883	46000	22703	33500	

CEMETERY	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Maintenance	2230	2450	2525		2000	
Water Charges	206	116	500	108	250	
TOTAL	2436	2566	3025	108	2250	

COMM. INFRASTRUCTURE LEVY	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Payments						
TOTAL	0	0	0	0	0	
RECEIPTS						
Receipts	9112	13523		6048		
TOTAL	9112	13523	0	6048	0	

CONTINGENCY	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Payments			7000		5000	
TOTAL	0	0	7000	0	5000	

EVENTS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
One Off Payments	663	2658	1000	1418	2000	
St Georges Day			2000	530	2000	
Fireworks		5716	9000	83	9000	
Remembrance Day		577	500		500	
Christmas	3584	5714	2500		2500	
Sovereign Events				10842	5000	
Additional Events				29	500	
TOTAL	4247	14665	15000	12901	21500	
RECEIPTS						
One Off Payments	8	1159				
St Georges Day			500	667	500	
Fireworks		17511	15000	418	15000	
Christmas		841	500	25	500	
Sovereign Events				3458	3500	
Additional Events				412	500	
TOTAL	8	19511	16000	4980	20000	

FITZMAURICE PARK/TOWN HALL	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Cleaning	785	767				
Cricket Maintenance		1579	3000	958	1000	
Electricity	6456	7523.85	6000	1393	6000	
Field Maintenance Contract	10455	7782	6900	1546	7000	
Sports Turf Maintenance	327	330				Closed Cost Code
Park Maintenance	275	5496	1500	2059	2500	
Play Equipment Maintenance	168	17	1000	171	1000	
Telephone	315					Closed Cost Code
Water rates	186	482	700	153	700	
Wheeled/Litter/Dog Bins	1452	1485	2000	878	2000	
Tennis Court Maintenance			400		400	
Youth Shelter Maintenance			1000		400	
TOTAL	20419	25461.85	22500	7158	21000	
RECEIPTS						
Field Maintenance Contract				3230		
Cricket Income	250	1907	1800	2348	2000	
Lettings	16839	21362	17000	5979	15000	
Other Income		171				
TOTAL	17089.00	23440.00	18800.00	11558	17000	

GRANTS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Payments	17318	1770				
TOTAL	17318	1770	0	0	0	
RECEIPTS						
Receipts	19500	1000				
TOTAL	19500	1000	0	0	0	

LEASES	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Payments	4322	5122	5200	1801	5200	
TOTAL	4322	5122	5200	1801	5200	

LEGAL FEES	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Legal Charges	2166	10999.3	6500	10099	8000	
TOTAL	2166	10999.3	6500	10099	8000	
RECEIPTS						
Receipts				4187		
TOTAL	0	0	0	4187	0	

LOAN REPAYMENT	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Roxley Hall Loan	20686	20269	19852	9978	19435	
Town Hall Loan	3566	3894	3850	1931	3806	
River Green Lights	3938	3566	3566	1783	3566	
TOTAL	28190	27729	27268	13692	26807	

NEIGHBOURHOOD & TOWN PLAN	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Neighbourhood/Town Plan	350	1033	1000		1000	
TOTAL	350	1033	1000	0	1000	

NEWSLETTER	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Newsletter	1342	2288	2000	1232	2500	
TOTAL	1342	2288	2000	1232	2500	

PARKS PROJECT	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Receipts & Payments						<i>Close Cost code</i>
TOTAL	0	0	0	0		

RIVER GREEN	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Staithe Picnic Area	35	128	1500			<i>Close cost centre</i>
Electricity	767	1719	1500	1427	1500	
River Green Maintenance	818	1511	4000	816	3000	
War Memorial Maintenance		4				<i>Close cost centre</i>
Rates (Toilets)	1402	2027	1800			<i>Close cost centre</i>
Electricity (Toilets)	1472	1200	1700	256	1700	
Cleaning (Toilets)		4775		50	100	
Water (Toilets)	4900	1193		387	800	
TOTAL	9394	12557	10500	2936	7100	
RECEIPTS						
Income	1064	1268	1000		1500	
TOTAL	1064	1268	1000	0	1500	

ROXLEY HALL	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Cleaning	1945	2298		234	500	
Electricity	667	725	1500	480	1500	
Gas	1491	1871	1500	1010	2000	
Miscellaneous	480	1619	1000	173	500	
Rates	4790	4790	5500	5546	6000	
Water	498	496	500	143	500	
Telephone		441	500	1377	500	
TOTAL	9871	12240	10500	8962	11500	
RECEIPTS						
Miscellaneous		114		78		
Lettings	187	7055	10000	5933	12000	
TOTAL	187	7169	10000	6010	12000	

S106 PAYMENTS & DONATIONS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Section 106						
TOTAL	0	0	0	0	0	
RECEIPTS						
Section 106				52458		
TOTAL	0	0	0	52458	0	

S137 PAYMENTS & DONATIONS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
S137 Payments & Donations	600	50	550			
TOTAL	600	50	550	0	0	
RECEIPTS						
S137 Payments & Donations	500					
TOTAL	500	0	0	0	0	

SALARIES	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
A Salary, Employer NIC & Pension	58517	46409				£1,925 anticipated industry uplift (01/04/22)
B Salary, Employer NIC & Pension	9792	5952				
C Salary, Employer NIC & Pension	12272	4488				
D Salary, Employer NIC & Pension	5628					
E Salary Employer NIC & Pension	2175					
F Salary	29790	25423	30507			
F Pension Employer	6852	88028	7169			
F Employer NIC	2899	2390	3000			
Student Loan	243	268	228	180	500	
G Salary	21938	22652	24313	11976	27344	
G Pension Employer	5102	5386	5835	2918	6563	
G Employer NIC	1849	1943	2400	1145	2700	
H Salary	17517	18456	20344	10172	22777	
H Pension Employer	4029	4337	4882	2441	5466	
H Employer NIC	1205	1326	2000	846	2100	
J Salary	10129	18456	20344	10172	22777	
J Pension Employer	2329	4337	4882	2441	5466	
J Employer NIC	691	1326	2000	846	2100	
K Salary		9872	20344	10172	22369	
K Pension Employer		2320	4882	2441	5368	
K Employer NIC		752	2000	846	2100	
L Salary		14400	48070	24000	47665	
L Pension Employer			11537		11440	
L Employer NIC			4800		4800	
M Salary	6273	18826	25540	14113	31099	
M Pension Employer	1443	4424	6130	3387	7464	
M Employer NIC	159	1378	2500	1440	3100	
N Salary	6273	12073	9685			
N Pension Employer	1443	2607	2324			
N Employer NIC	159	420	400			
P Salary		566				
Q Salary		5806	12105	9247	21940	
Q Pension Employer			2905		5266	
Q Employer NIC		394	1000	707	2100	
R Salary			2500	948	12696	
R Pension Employer				228	3047	
R Employer NIC				29	1200	
S Salary, Employer NIC & Pension					12000	
T Salary, Employer NIC & Pension					18000	
Salary Contingency			7000		5000	
TOTAL	208707	325015	291626	110696	314447	

SIR GEORGE MORSE PARK & PAVILION	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Cleaning and Cleaning Materials	10376	11345	3500	1096	2500	
Electricity	1911	4340	3500	1850	5000	
Equipment Hire	690	675	400	1215	2000	
Field Maintenance Contract	15191	10654	16000	5564	16000	
Fuel	1437	2313	2000	1062	2200	
Grounds Machinery Maintenance	1248	4890	5000	1020	3000	
Materials Fixtures & Fittings	262	1832	1000	765	1500	
Mileage		113				
Miscellaneous		836	500		500	
Gas	2788	1183	2500	86	2000	
Park Maintenance		3280	550	630	1500	
Play Equipment Maintenance	1439	3371	1000	65016	2000	
St Will Loke - Shrub Bed	7					Close cost centre
Sports Turf Maintenance	1575	1310				Close cost centre
Telephone	1611	1373	2000	873	2000	
Tools & Equipment		1130	500	643	1000	
Training		2507	3500			Close cost centre - add to Town Council Office
Water Rates	350	922	900	802	1600	
Wheeled/litter/dog bins	1543	1908	2000	1186	2300	
Football Marking	2933	3233	2550	663	2500	
Rates	2470	2470	2700	2470	2500	
Feed-In Tariff	1281	1171		722	1500	
Tennis Courts Maintenance	590	640	600		500	
Health & Safety	3730	2757	1900	1773	2500	
Vehicle Maintenance	927	646	1000	584	1000	
TOTAL	52359	64899	53600	88018	55600	
RECEIPTS						
Electricity					2000	
Field Maintenance Contract				3230		
Fuel				50		
Football Income	2565	7664	10000	1593	10000	
Lettings	2888	4533	5400	1800	5400	
Rates				1494		
Feed-In Tariff	1281	1171		722	1500	
TOTAL	6734	13368	15400	8890	18900	

STREET FURNITURE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Cleaning bus shelters	570	1175	1500	680	1700	
Repairs and Maintenance	173			134	500	
Bus Shelter	1030	385				
Memorial Donation		196				
TOTAL	1773	1756	1500	814	2200	
RECEIPTS						
Memorial Donation		258		40		
TOTAL	0	258	0	40	0	

STREET LIGHTING	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Energy Charge	21887	25585	25000	9115	25000	
Maintenance Contract	5200	5200	7000	2000	7000	
Repairs	2305	12246		15247	12000	
Structural Testing		3737				
TOTAL	29392	46768	32000	26362	44000	

TOWN COUNCIL OFFICE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Audit	1504	1450	1800	125	2000	
Bank charges	107	137	200	68	200	
Mayors Expenses	80	182	300	186	300	
Computer/Photocopier	1673	317	750	633		Close cost code - combine with Office Equipment
Insurance	7896	7921	8500	8428	9000	
Miscellaneous	1055	540	300	74	250	
Office equipment	762	174	150	182	1000	
Telephone	802	1473	900	554	1200	
Postage	601	764	750		250	
Stationery	502	944	1000	169	500	
Subscriptions	1544	4140	2500	4885	5000	
Training/H&S	258	896	1000	1851	4000	
Bottle Bank	35	60		43	100	
Photocopy charges	413	878	1000	336	1200	
Rates	3393	3393	3500	3393	3400	
HR Costs	2041	3907	2400	126	2000	
Uniform *NEW*					500	
TOTAL	22666	27176	25050	21055	30900	
RECEIPTS						
Mayors Expenses		87		0		
Miscellaneous		9		375		
Subscriptions				1250		
Bank Interest	93	49	50	47	100	
Bottle bank	207	106		179	300	
TOTAL	300	251	50	1852	400	

TREE MANAGEMENT	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Tree Expenditure	9145		9000	3920	9000	
TOTAL	9145	0	9000	3920	9000	

VERGE CUTTING	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Fuel & Machinery Maintenance	1390	1077	2500	722	2500	
Verge Cutting	2070	5725	1000	613	1000	
Equipment Hire	723	4390	5000	2200	5000	
TOTAL	4183	11192	8500	3535	8500	
RECEIPTS						
Verge Cutting	17006	17417	17000	18845	19000	
TOTAL	17006	17417	17000	18845	19000	

WEBSITE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Website Costs		660	1000	1420	1000	
TOTAL	0	660	1000	1420	1000	

YOUTH COUNCIL	Actual 20/21	Actual 21/22	Budget 22/23	Q1 & Q2 22/23	Prop Budget 23/24	
PAYMENTS						
Payments		292	1000		1000	
TOTAL	0	292	1000	0	1000	

THORPE ST ANDREW TOWN COUNCIL DRAFT BUDGET v1- 2023/24

INCOME	2021/22	2022/23	2023/24
Allotments	5750.00	6050.00	6000.00
Business Sponsorship	250.00	250.00	450.00
Events	12000.00	16000.00	20000.00
Fitzmaurice Park	19000.00	18800.00	17000.00
River Green	1000.00	1000.00	1500.00
Roxley Hall	12000.00	10000.00	12000.00
Sir George Morse Park	9000.00	15400.00	18900.00
Town Council Office	150.00	50.00	400.00
Verge Cutting	17000.00	17000.00	19000.00
TOTAL	76150.00	84550.00	95250.00

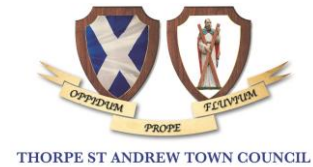
EXPENDITURE	2021/22	2022/23	2023/24
Allotments	4475.00	4800.00	4900.00
BDC Elections	4000.00	4000.00	7000.00
Building Maintenance	29000.00	29000.00	21000.00
Business Sponsorship	1000.00	1000.00	1000.00
Cemetery	2950.00	3025.00	2250.00
Events	15000.00	15000.00	21500.00
Fitzmaurice Park	28500.00	22500.00	21000.00
Lease Payments	4500.00	5200.00	5200.00
Legal Fees	6500.00	6500.00	8000.00
Loan Repayment	27730.00	27268.00	26807.00
Neighbourhood/Town Plan	1000.00	1000.00	1000.00
Newsletter	2000.00	2000.00	2500.00
River Green	14300.00	10500.00	7100.00
Roxley Hall	15500.00	10500.00	11500.00
S137 Payments	550.00	550.00	0.00
Sir George Morse Park	58350.00	53600.00	55600.00
Street Furniture	1500.00	1500.00	2200.00
Street Lighting	32000.00	32000.00	44000.00
Town Council Office	24200.00	25050.00	30900.00
Tree Management	9000.00	9000.00	9000.00
Verge Cutting	12500.00	8500.00	8500.00
Website	1000.00	1000.00	1000.00
Youth Council	1000.00	1000.00	1000.00
Salaries	250803.00	291626.00	314447.00
TOTAL	547358.00	566119.00	607404.00

CAPITAL	2021/22	2022/23	2023/24
Asset Replacement	4500.00	4500.00	5000.00
Buildings & Amenity Areas	7500.00	7500.00	7500.00
Street Lighting	9000.00	9000.00	0.00
Town Hall	1000.00	5000.00	5000.00
Projects	20000.00	20000.00	16000.00
TOTAL	42000.00	46000.00	33500.00

REVENUE EXPENDITURE	547358.00	566119.00	607404.00
CAPITAL EXPENDITURE	42000.00	46000.00	33500.00
CONTINGENCY	5550.00	7000.00	5000.00
	594908.00	619119.00	645904.00
LESS INCOME	76150.00	84550.00	95250.00
PRECEPT REQUIRED	518758.00	534569.00	550654.00

Tax Base	5162	5164	5166
Cost per property	£ 100.50	£ 103.52	£ 106.59
Increase	2.1%	3.0%	3.0%

Thorpe St Andrew Town Council



Full Town Council Meeting, 7th November 2022

Disposal of Assets - Grounds Equipment Machinery

Agenda Item: 9

Reason for this Report

Proposal to dispose of old assets.

Background

Looking to dispose of old machinery and equipment from the workshop via a local auction house. These machines are all unused in the past five years so are no longer viable to keep.

Result

Having met with the auctioneer on Friday 21st October we had a run through of all the items I felt we could dispose of. The suggested guide prices are indicated in appendix 1, in total the possible income should be in excess of £11,000. The auction company charge no entry fees and a 10% commission. Any unsold items will roll onto the next month's auction. They will also collect all the items for £250.

Advice

This report recommends the sale of the old equipment would be a benefit to the council. The financial benefit would allow the purchase of a new vehicle or be put towards the budget for a new workshop.

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 some financial implications arising from this report.

Item 9 - APPENDIX 1.

MACHINERY AND GUIDE PRICES FOR AUCTION

Item of Machinery	Guide Price
Bearcat Chipper	1500 - 2000
SnowEx Salt Spreader	200 - 300
Iron Hanging Basket Brackets	200
Metal Lathe	500 - 800
Fuel Tank	300
Metal Saw	400 - 500
Sthil Backpack Strimmer	200
Simplicity zero turn ride on mower	1000
John Deere zero turn mower	2000
Billy Goat vacuum cleaner	500 - 800
Grillo Multi tool	2000
BCS Multi tool	1500 - 2000
2 Stroke water pump	40 - 50
Pallet Pump truck	200 - 300
Allett C24	300 - 400
Fertiliser spreader	500
Disused sets of goals	???
Events trailer	1000

Collection from us to Wymondham 250 + vat

EAMA take 10% commision

No entry fees