



THORPE ST ANDREW TOWN COUNCIL

TOWN COUNCIL MEETING

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

Tel/Fax: (01603) 701048.

Email: office@thorpestandrew-tc.gov.uk

Issued: 31 May 2023

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 5 June 2023 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman Clerk to the Council

AGENDA

- 1 Attendance Book and Apologies for Absence
- 2 Declarations of interest in items on the agenda
- 3 To confirm the minutes of the Town Council meeting held 17th May 23
- 4 Announcements (For information only)
 - 4.1 - The Town Mayor
 - 4.2 - 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
 - 5.1 - Norfolk Constabulary
 - 5.2 - County and District Councillors (Written Report Cllr J Ward)
 - 5.3 - Members of the Public on matters related to items on the agenda
- 6 Update on Events
- 7 Report of the Parks and Estates Supervisor
- 8 Finance
 - 8.1 - Payments List - to be tabled
 - 8.2 - Bank Reconciliation Statement - to be tabled
 - 8.3 - Banking Mandate – Verbal Report
 - 8.4 - AGAR – Attached
- 9 Draft Minutes of the Planning and Environment Committee 22 May 23
- 10 Report of the Internal Auditor – to be tabled
- 11 Asset Disposal – Report Attached
- 12 Broads Authority – Verbal Report
- 13 Equality, Diversity and Inclusion Policy – Report Attached
- 14 Town Hall Roof Repair - Report to be tabled

Further 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: thomas.foreman@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

DECLARATION OF INTEREST AT A MEETING

As a Councillor, ask yourself do I have an interest to declare at the meeting I am attending? Familiarise yourself with the Councillor Code of Conduct which can be found on the Town Council website.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests.

Q. Do any matters being discussed at the meeting relate to your interests?

Yes

A matter appears on my Register of Disclosable Pecuniary Interest

Action

Declare the nature of the Interest

Action

Do NOT participate in that item at the meeting. Do NOT speak nor vote on the item EXCEPT where you hold a Dispensation

Action

Holding a Dispensation allows you to take part in the meeting, speak and vote

Action

You are advised to leave the room during the debate on the item

No

You can take part in the meeting, speak and vote

Q. What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and Predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item. A challenge may be mounted in the courts.

Bias Test

In all the circumstances would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased.

Predetermination Test

At the time of making the decision, the decision maker had a closed mind.

If a Councillor appears to be biased or have predetermined their decision, they **MUST NOT** participate in the meeting.

Thorpe St Andrew Town Council
Minutes of the Annual Town Council meeting
held on 17th May 2023 at 7:30pm

1 ELECTION OF TOWN MAYOR

It was proposed by Mr J Fisher, seconded by Mr D Buck and duly unanimously

RESOLVED that Mr F Bowe be appointed as Town Mayor. Mr F Bowe signed the acceptance of office form.

2 ELECTION OF DEPUTY TOWN MAYOR

It was proposed by Mr J Fisher, seconded by Mr D Wiseman and duly unanimously

RESOLVED that Mr S Snelling be appointed as Deputy Town Mayor. Mr S Snelling signed the acceptance of office form.

3 COMMITTEE/WORKING GROUPS TERMS OF REFERENCE AND MEMBERSHIPS

Members considered the report of the Locum Chief Executive Officer inviting them to approve the Terms of Reference of Committees of the Town Council.

RESOLVED to approve the Terms of Reference for the Planning and Environment Committee and Finance and Staffing Committee as set out in the report

Membership of Committees

RESOLVED that membership of Town Council Committees / Panels for 2023/24 would be as follows:

Planning & Environment Committee: Mr F Bowe, Mr S Snelling, Mr J Fisher, Ms C Ferris, Mr D Buck, Mr D Wiseman, Mr T Garner, Mr P Berry

Finance & Staff Committee: Mr F Bowe, Mr S Snelling, Mr S Court, Mr J Ward, Mr T Garner, Ms L Skinner, Ms L Barrett, Mr J Emsell

4 APPOINTMENT TO EXTERNAL BODIES AND ALLOTMENT PANEL

RESOLVED to appoint the following members to the Allotment Panel: Mr J Fisher, Mr D Buck, Mr F Bowe, with Mr S Court as a reserve member.

RESOLVED to re-appoint Mr F Bowe as the Member Champion for Armed Forces.

RESOLVED to re-appoint Mr S Snelling as the Member Champion for Dementia Support.

RESOLVED to appoint Mr J Emsell as the Member Champion for Events.

5 Present:

Mr F Bowe(Town Mayor)	Mr S Snelling (Deputy Town Mayor)	
Mr J Fisher	Ms J Bailey	Mr T Garner
Mr J Ward	Ms L Barrett	Mr D Moore
Mr D Buck	Mr J Ward	Ms L Skinner
Ms C Ferris	Mr S Court	
Mr D Wiseman	Mr C Eden	

Apologies:

Mr P Berry

In attendance:

Dr T Foreman (Town Clerk)
Mrs R McCarthy (OM and RFO)
Mr J Calver (Parks and Estates Supervisor)
Mrs D Wheatley (Administration Officer)
Ms L Weston (Committee Officer)

Three members of the public were in attendance.

6 DECLARATIONS OF INTEREST

Ms J Bailey declared an interest in matters relating to allotments and did not participate in decision making.

7 MINUTES

The minutes of the meeting held on 3rd April 2023 were agreed and signed as a true record.

8 ANNOUNCEMENTS

i) None

ii) The Town Clerk reported on the significant amount of work which had taken place over the previous month, with two major public events and the local election. The Town Clerk welcomed all Councillors and expressed appreciation to all those who stood for election, which is vital to a healthy democracy.

9 PUBLIC SESSION (limited to 3 minutes per speaker)

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

- (i) Norfolk Constabulary – an update was received at the Annual Public Meeting.
- (ii) Members noted the report from Cllr Ward.
- (iii) One member of the public asked about the capital budget, which was answered by Mrs R McCarthy.

10 FINANCE

(i) Financial Statement 1/4/2022 to 31/3/2023

RESOLVED that the Financial Statement be approved and signed

Mr D Moore was not present for consideration of this item

- (ii) Variance Notes for the financial statement 1/4/2022 to 31/3/2023
RESOLVED that the Variances be approved and signed
Mr D Moore was not present for consideration of this item
- (iii) Income, Expenditure, Balance Sheet and Variances 1/4/2022 to 31/3/2023 -
RESOLVED to approve these submissions
- (iv) End of Year Earmarked Reserves – members received details of the Earmarked Reserves and, with the exception of Ms J Bailey who did not participate due to a disclosed interest,
RESOLVED to approve the Reserves.
- (v) Payments List Voucher numbers 1 to 103 and 113
RESOLVED to approve the Payments List.
- (vi) Bank Reconciliation Statement as at 31/3/2021
RESOLVED to approve the Bank Reconciliation Statement.
- (vii) Insurance and Assets
RESOLVED to approve the Insurance and Assets

11 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Planning and Environment Committee – 17th April 2023 – Noted
- (ii) Finance and Staffing Committee – 24th April 2023 – Noted

12 CONSTITUTION

The Town Council considered the report of the Locum Chief Executive Officer relating to the Town Council Constitution.

It was proposed by Mr F Bowe, seconded by Mr S Snelling and on a show of hands with all in favour **RESOLVED** to approve the Constitution as presented.

13 STANDING ORDERS

The Town Council considered the report of the Locum Chief Executive Officer relating to the Town Council Standing Orders.

It was proposed by Mr F Bowe, seconded by Mr D Buck and on a show of hands with all in favour **RESOLVED** to approve the Standing Orders as presented.

14 FINANCIAL REGULATIONS

The Town Council considered the report of the Locum Chief Executive Officer relating to the Town Council Financial Regulations.

It was proposed by Mr F Bowe, seconded by Mr S Snelling and on a show of hands with all in favour **RESOLVED** to approve the Financial Regulations as presented.

15 ANNUAL ADMINISTRATION

The Town Council considered the report of the Locum Chief Executive Officer relating to the Town Council Annual Administration.

It was proposed by Mr F Bowe, seconded by Ms J Bailey and on a show of hands with all in favour **RESOLVED** to approve the Annual Administration as presented.

16 COMPLAINTS POLICY DOCUMENTS

The Town Council considered the report of the Locum Chief Executive Officer relating to the Complaints Policy documents.

It was proposed by Mr F Bowe, seconded by Mr D Buck and on a show of hands with all in favour **RESOLVED** to approve the Complaints Policy documents as presented.

17 INFORMATION AND DATA PROTECTION POLICIES

The Town Council considered the report of the Locum Chief Executive Officer relating to the Information and Data Protection policies.

It was proposed by Mr F Bowe, seconded by Ms L Barrett and on a show of hands with all in favour **RESOLVED** to approve the Information and Data Protection policies as presented.

18 MEDIA POLICY

The Town Council considered the report of the Locum Chief Executive Officer relating to the Town Council Media Policy.

It was proposed by Mr F Bowe, seconded by Mr J Emsell and on a show of hands with all in favour **RESOLVED** to approve the Media Policy as presented.

19 SCHEME OF DELEGATION

The Town Council considered the report of the Locum Chief Executive Officer relating to the Scheme of Delegation.

It was proposed by Mr F Bowe, seconded by Mr D Buck and on a show of hands with all in favour **RESOLVED** to approve the Scheme of Delegation as presented.

20 APPOINTMENT OF CHIEF EXECUTIVE OFFICER

The Locum Chief Executive Officer left the room.

The Town Council considered the report of the Responsible Financial Officer related to the recruitment of a Chief Executive Officer. There was significant discussion regarding the terms of employment, with hybrid and remote working being an option. There was also support for existing staff being involved in the recruitment process.

It was proposed by Mr F Bowe, seconded by Mr Fisher and on a show of hands with all in favour **RESOLVED** to start recruitment and advertise the post as Town Clerk/Chief Executive Officer on the PO4-5 salary scale. A recruitment panel of 4 Councillors will be called for interviews and that the Council shall extend the contract with Politis Ltd for the provision of locum services until 31st August 2023.

It was further proposed that the option for remote and hybrid working should be offered and on a show of hands with 14 in favour and 1 against it was **RESOLVED** that this be included in the advert.

Future Agenda Items: None

The meeting closed at 10:00pm

Signed:

Dated:

21st May 2023

Report from Councillor John Ward

Norfolk County Council

The King Charles III Coastal Path, a 2700 mile national trail around the whole of the English coast, will be fully walkable by the end of 2024. Norfolk's latest stretch is from Hunstanton to Sea Palling.

At the Council's AGM on 9th May, Cllr Kay Mason-Billig was elected Leader. She also takes the portfolio of Strategy & Governance. The other Cabinet Members are:-

Andrew Jamieson: Deputy Leader & Finance (Deputy Greg Peck)

Bill Borrett: Public Health & Wellbeing

Alison Thomas: Adult Social Care (Deputy Shelagh Gurney)

Penny Carpenter: Childrens Services (Deputy Karen Vincent)

Margaret Dewsbury: Communities & Partnerships

Eric Vardy: Environment & Waste

Fabian Eagle: Economic Growth

Graham Plant; Highways, Infrastructure & Transport (Deputy Lana Hempzell)

Jane James: Corporate Services & Innovation

Barry Stone is the new Chairman of the Council and Stuart Dark, V/Chairman.

People are invited to take part in a consultation 10/5-21/6 on Green Spaces in Greater Norwich. Everyone who responds will be entered into a prize draw for an Annual Family Membership of the Norfolk Wildlife Trust.

<https://norfolk.citizenspace.com/environment-transport-and-development/483e9703/>

The £2 Single Journey Bus Travel Scheme has been extended to 31st October 2023.

12,904 of the 15,000 County Council owned streetlights have been converted to LED, achieving a 65% energy saving.

Debbie Bartlett has been appointed interim Executive Director of Adult Social Services to cover James Bullion's secondment to the Care Quality Commission for the next year.

Thorpe St Andrew Town Council

Guidance for Public Speaking at Full Council/Committee

Members of the public are welcome to attend any of the Town Council meetings and can speak on matters which appear on the agenda.

The full meeting of the Town Council considers a range of topics, but there are also Committees which have terms of reference to consider specific matters and either make a decision or make a recommendation to the full Town Council meeting.

The Committees are:

- Planning and Environment Committee
- Finance and Staff Committee

Who can speak:

- County/District Councillors (maximum 3 minutes per person or organisation)
- Police (maximum 3 minutes per person or organisation)
- Members of the Public (maximum 3 minutes per person or organisation)

Meeting Format

You will have a maximum of 3 minutes to make your point, so you will need to be concise. You will not need to repeat submissions you have already made in writing as a summary/copy of these will be included in the report or in the meeting documents.

You will be invited to speak at the appropriate point on the agenda. You may be asked questions by the Councillors once you have spoken but you will not be able to ask questions of either the Councillors or officers. If you dispute anything within the report, you should raise this with the Town Clerk or designated officer well before the meeting.

In addition, you are not permitted to circulate any papers or photographs at the meeting. If you wish them to be available to the Councillors, they must be submitted to the Town Clerk at least 3 clear days prior to the meeting date.

Constructive contributions are welcome

Everyone at the meeting is there to make sure the best decision is made, and your contribution should be heard in an atmosphere of respect. However strongly someone feels, critical comments about individuals are not acceptable. If someone is libelled, they can sue. The Town Mayor or Committee Chairman has the right to refuse to hear anyone behaving inappropriately.



THORPE ST ANDREW TOWN COUNCIL

Thorpe St Andrew Town Council



Town Council Meeting: 5 June 2023

2023 Event Update

Agenda Item: 6

Reason for this Report

This report has been prepared to request approval for various points for the forthcoming events.

Background

Numerous events planned for 2023/24 require council input and financial authorisation.

Result

Fireworks – Sunday 5 November

Fireworks display price and format (e.g. to music?) to be agreed.

Requires new ticketing system and ticket price to be agreed; possibility of additional entertainment.

Volunteers – minimum of 14 required. 3 sourced from general public and TSA Football Club for car park.

Christmas

Venue needs to be agreed – River Green or Fitzmaurice Park.

Survey of residents undertaken (comments attached).

Date of event to be agreed.

2024 - 80 years D-Day landings

Celebration of event; Thursday 6 June - Thursday 15 August 2024.

Bruno Peeks, Pageant Master advised all beacons will be need to be lit on Thursday 6th June 2024.

Agree if wish to hold event with venue and preferred theme.

Advice

Fireworks – Sunday 5 November

Limiting capacity to 7,000.

Recommend "Ticket Tailor" as ticket provider. Requires 0.24p fee per ticket to be purchased in advance.

(6,500 tickets = £1,560)

Recommend flat ticket rate of £5.00 per person (under 3yrs free).

(6,500 tickets = £27,083. Budgeted income = £15,000)

Recommend hire of stage, band and/or background music to fill the event and justify ticket price.

Christmas – date TBC

Recommend move event to Fitzmaurice Park due to safety concerns, traffic implications, emergency access, overcrowding and accessibility issues at River Green.

Nationally there has been greater consideration of maximum capacity for events, for example Lincoln and York market being reduced or cancelled due to the concerns over capacity.

Fitzmaurice Park is a significantly safer and more controllable area for officers to manage throughout the day.

80 years D-Day

Recommend Saturday 8 June for 1940s themed day event with brass band, singers, classic car display etc at the Sir George Morse Park.

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 **SIGNIFICANT** financial implications arising from this report.

Christmas Resident Survey Results

Which event would you rather see for Christmas?

280 responses



We had 280 responses- 183 for Fitzmaurice Park AND 97 for River Green venue

River Green main comments

Positive	Negative
Keep traditional/is magical	Over crowded
Keep connection with the church	Less/No fireworks
More lights	Less food stalls
More craft/old fashioned stalls	Cant access property inside road closure
More family friendly	Areas are cramped
No worry if bad weather as on firm ground	Less commercial business
New lights	Grotto queue too long to wait
Generations of family attend together	Long queues for rides and food stalls
Last year event was brilliant	No easy emergency access
Marks the start of Christmas	More activities for children to do at the event
Free of charge event	Less tacky fairground rides

Fitzmaurice main comments

Positive	Negative
Live music/band/	Bad weather – muddy trail
Christmas Light trail/more lights	No fireworks/waste of money
Better for crowds, more space to move	Not on a school night
Traditional Christmas gift stalls	Too many caterers
All day event and into the evening	Move away from church
Reindeer	Difficult for wheel chair users if bad weather
More older children fairground rides	Change title of Winter Wonderland
Grotto inside and less time queuing	Long queues for food
Santa Paws as well as grotto	Indoor stalls

Parks and estates report by Jason Calver, Parks and Estates Supervisor

Here is my report for the winter/spring of 2022/23. Covering December through until April.

The Christmas event at River Green was a success once again. The team put in an amazing amount of hard work both in the set up and take down of the event.

Once the event was out of the way then the winter work programme began. This would consist of woodland management works and tree planting.

Over the course of December and January we coppiced a large amount of Hazel trees around the MUGA area and Town Hall area of the Fitzmaurice Park, this has opened up the areas a lot more and made the areas more inviting to be part of. Since this has been carried out the spring has brought about a much better variety of ground flora in the woodland areas. This coppicing routine is something I would like to implement on a 5-7 year cycle in order to benefit both the trees and the ground cover flora.

Whilst carrying out the coppicing work we also carried out thinning works to the trees along the Pound Lane boundary towards the cricket store taking out any dead specimens and any self-sown trees such as Sycamore, whilst at the same time preserving species such as Yew and Ash.

A new protective hedge was planted around the dog agility area at the Fitzmaurice Park. This consists of native species and was provided by the Woodland Trust.

We also extended the hedge line at Hillside allotments which we started last year again the plants were supplied by the Woodland Trust.

One of the major projects which was completed was the planting of 30+ trees around the town, these were to replace the dead specimens we took out and to add variety to the parks. They have been planted around the Fitzmaurice Park, The Sir George Morse Park and at Hillside allotments. The trees are predominantly Pear, Apple and Cherry species.

Another winter project was the investment in play equipment. The roundabout at the Fitzmaurice Park was replaced with an inclusive type enabling disability use. The steps to the bank slide have also been refurbished.

River Green had the steps refurbished too, along with the paths resurfaced and edged with a longer lasting material. Also at River Green all of the old wooden benches have been replaced by new metal and recycled plastic ones which look much better and will last much longer. All the plaques have been replaced and reattached to the new benches.

We have carried out a few memorial plantings in the tree plantation for various Thorpe residents also.

The team had a tidy up of the yard in December and we collectively assembled a collection of machines and tools to dispose of. This was done through auction and resulted in £7000 of income to the council.

March saw the purchase of the Beast E-vehicle which has added great value to the council and also green credentials in reducing our carbon footprint.

Thorpe St Andrew Town Council

Prepared by: Rachel McCarthy RFO Date: 05/06/23
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/05/2023			
	Cash in Hand 01/04/2023		373,157.63
	ADD		
	Receipts 01/04/2023 - 31/05/2023		306,484.85
			679,642.48
	SUBTRACT		
	Payments 01/04/2023 - 31/05/2023		108,767.58
A	Cash in Hand 31/05/2023 (per Cash Book)		570,874.90
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2023	0.00	
	Bank 2 Capital Account 31/05/2023	55,481.62	
	Bank 1 Deposit Account 31/05/2023	501,665.82	
	Bank 1 Current Account 31/05/2023	13,727.46	
			570,874.90
	Less unrepresented payments		
			570,874.90
	Plus unrepresented receipts		
B	Adjusted Bank Balance		570,874.90
	A = B Checks out OK		

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
104	Grounds Machinery Maintenz	03/05/2023		Bank 1 Current Accou	BACS	Machinery Maintenance	Ben Burgess	S	4.15	0.83	4.98
105	St Georges Day	03/05/2023		Bank 1 Current Accou	BACS	Entertainer	Black Knight Historical	S	600.00	120.00	720.00
106	Buildings & amenity areas	03/05/2023		Bank 1 Current Accou	BACS	Floodlights Upgrade	Cozens UK Ltd	S	2,225.00	445.00	2,670.00
107	Sovereign Events	03/05/2023		Bank 1 Current Accou	BACS	Entertainer	Mr D Leggett	X	250.00		250.00
108	Electricity	03/05/2023		Bank 1 Current Accou	BACS	Electricity	E.on	L	123.56	6.18	129.74
109	Grounds Machinery Maintenz	03/05/2023		Bank 1 Current Accou	BACS	Machinery Repairs	Ernest Doe and Sons	S	320.95	64.19	385.14
110	Cleaning	03/05/2023		Bank 1 Current Accou	BACS	Cleaning Services	Norwich Cleaning Services	S	165.00	33.00	198.00
110	Cleaning and cleaning mater	03/05/2023		Bank 1 Current Accou	BACS	Cleaning Services	Norwich Cleaning Services	S	165.00	33.00	198.00
110	Cleaning (Toilets)	03/05/2023		Bank 1 Current Accou	BACS	Cleaning Services	Norwich Cleaning Services	S	165.00	33.00	198.00
111	River Green maintenance	03/05/2023		Bank 1 Current Accou	BACS	Bedding plants	Taverham Nursery Centre	S	128.87	25.77	154.64
111	Repairs and maintenance	03/05/2023		Bank 1 Current Accou	BACS	Bedding plants	Taverham Nursery Centre	S	128.86	25.77	154.63
112	Projects	03/05/2023		Bank 1 Current Accou	BACS	Electrical Work	C R Wilson	X	1,980.00		1,980.00
114	Salary	09/05/2023		Bank 1 Current Accou	BACS	Salary		X	1,873.11		1,873.11
115	Salary	09/05/2023		Bank 1 Current Accou	BACS	Salary		X	1,537.98		1,537.98
116	Salary	09/05/2023		Bank 1 Current Accou	BACS	Salary		X	1,558.98		1,558.98
117	Salary	09/05/2023		Bank 1 Current Accou	BACS	Salary		X	2,106.30		2,106.30
118	Salary	09/05/2023		Bank 1 Current Accou	BACS	Salary		X	1,400.87		1,400.87
119	Salary	09/05/2023		Bank 1 Current Accou	BACS	Salary		X	1,292.95		1,292.95
120	Salary	09/05/2023		Bank 1 Current Accou	BACS	Salary		X	981.85		981.85
121	Salary	09/05/2023		Bank 1 Current Accou	BACS	Calver tax/nic	HMRC	X	415.15		415.15
122	Employers NIC	09/05/2023		Bank 1 Current Accou	BACS	Calver employers nic	HMRC	X	242.13		242.13
123	Salary	09/05/2023		Bank 1 Current Accou	BACS	Jones tax/nic	HMRC	X	250.01		250.01
124	Employers NIC	09/05/2023		Bank 1 Current Accou	BACS	Jones employers nic	HMRC	X	157.33		157.33
125	Salary	09/05/2023		Bank 1 Current Accou	BACS	Flack tax nic	HMRC	X	229.01		229.01
126	Employers NIC	09/05/2023		Bank 1 Current Accou	BACS	Flack employers nic	HMRC	X	157.33		157.33
127	Salary	09/05/2023		Bank 1 Current Accou	BACS	McCarthy tax nic	HMRC	X	528.84		528.84
128	Employers NIC	09/05/2023		Bank 1 Current Accou	BACS	McCarthy employers nic	HMRC	X	284.32		284.32
129	Salary	09/05/2023		Bank 1 Current Accou	BACS	Wheatley Tax NI	HMRC	X	166.30		166.30
130	Employers NIC	09/05/2023		Bank 1 Current Accou	BACS	Wheatley Employers NIC	HMRC	X	111.66		111.66
131	Salary	09/05/2023		Bank 1 Current Accou	BACS	Gubbin Tax NI	HMRC	X	130.81		130.81
132	Employers NIC	09/05/2023		Bank 1 Current Accou	BACS	Gubbin Employers NIC	HMRC	X	103.97		103.97
133	Employers NIC	09/05/2023		Bank 1 Current Accou	BACS	Headland Employers NIC	HMRC	X	38.78		38.78

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
134	Salary	09/05/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	163.32		163.32
135	Pension Employer	09/05/2023		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	590.46		590.46
136	Salary	09/05/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	110.09		110.09
137	Pension Employer	09/05/2023		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	446.05		446.05
138	Salary	09/05/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	110.09		110.09
139	Pension Employer	09/05/2023		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	446.05		446.05
140	Salary	09/05/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	183.19		183.19
141	Pension Employer	09/05/2023		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	662.31		662.31
142	Salary	09/05/2023		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	87.66		87.66
143	Employers Pension	09/05/2023		Bank 1 Current Accou	BACS	Employers Pension	Norfolk Pension Fund	X	355.18		355.18
144	Salary	09/05/2023		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	57.15		57.15
145	Employers Pension	09/05/2023		Bank 1 Current Accou	BACS	Employers Pension	Norfolk Pension Fund	X	244.17		244.17
146	Student Loan	09/05/2023		Bank 1 Current Accou	BACS	Student Loan	HMRC	X	61.00		61.00
147	Morse Pavilion	12/05/2023		Bank 1 Current Accou	BACS	New Locks	A C Leigh	S	119.25	23.85	143.10
147	Hillside maintenance	12/05/2023		Bank 1 Current Accou	BACS	New Locks	A C Leigh	S	19.91	3.98	23.89
148	Fuel & machinery mainten	12/05/2023		Bank 1 Current Accou	BACS	Machinery Maintenance	Ben Burgess	S	24.98	5.00	29.98
149	Grounds Machinery Maintena	12/05/2023		Bank 1 Current Accou	BACS	Avant Repairs	Ben Burgess	S	275.53	55.11	330.64
150	River Green maintenance	12/05/2023		Bank 1 Current Accou	BACS	Bedding plants	British Garden Centres	S	133.05	24.41	157.46
150	Park maintenance	12/05/2023		Bank 1 Current Accou	BACS	Bedding plants	British Garden Centres	S	42.47	4.00	46.47
150	Repairs and maintenance	12/05/2023		Bank 1 Current Accou	BACS	Bedding plants	British Garden Centres	S	109.07	21.81	130.88
151	Town Hall	12/05/2023		Bank 1 Current Accou	BACS	Cleaning Materials	Bunzl	S	213.09	42.62	255.71
151	Morse Pavilion	12/05/2023		Bank 1 Current Accou	BACS	Cleaning Materials	Bunzl	S	213.10	42.62	255.72
151	River Green	12/05/2023		Bank 1 Current Accou	BACS	Cleaning Materials	Bunzl	S	213.09	42.62	255.71
151	Roxley Hall	12/05/2023		Bank 1 Current Accou	BACS	Cleaning Materials	Bunzl	S	213.10	42.62	255.72
152	Maintenance contract	12/05/2023		Bank 1 Current Accou	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
153	Field Maintenance Contract	12/05/2023		Bank 1 Current Accou	BACS	Grounds Maintenance	Norse	S	1,366.38	273.28	1,639.66
154	Health & Safety	12/05/2023		Bank 1 Current Accou	BACS	First Aid Equipment	DD Health & Safety Supplies	S	78.00	15.60	93.60
154	Uniform	12/05/2023		Bank 1 Current Accou	BACS	First Aid Equipment	DD Health & Safety Supplies	S	11.00	2.20	13.20
155	Grant income and expenditu	12/05/2023		Bank 1 Current Accou	BACS	Book Boxes	Norwich Mens Shed	X	250.00		250.00
156	Equipment Hire	12/05/2023		Bank 1 Current Accou	BACS	Skip Hire	PSH Environmental	S	280.00	56.00	336.00
157	Electricity (Toilets)	12/05/2023		Bank 1 Current Accou	BACS	Electricity - River Green	TotalEnergies Gas & Power L	L	170.59	8.53	179.12
158	Water charges	12/05/2023		Bank 1 Current Accou	BACS	Water - Cemetery	Wave	E	62.69		62.69
159	Water charges	12/05/2023		Bank 1 Current Accou	BACS	Water charges - Roxley Hall	Wave	E	104.57		104.57
160	Insurance	12/05/2023		Bank 1 Current Accou	BACS	Insurance renewal	Zurich Municipal	E	9,754.95		9,754.95
161	Electricity	02/05/2023		Bank 1 Current Accou	DD	Electricity - Morse Pavilion	SSE	L	247.03	12.35	259.38

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
162	Telephone	09/05/2023		Bank 1 Current Accou	DD	Barrier line rental	Wireless Logic Ltd	S	4.32	0.86	5.18
163	Neighbourhood/Town Plan	18/05/2023		Bank 1 Current Accou	BACS	Consultant Fee	Compass Point	X	400.00		400.00
164	Rent and deposit	18/05/2023		Bank 1 Current Accou	BACS	Allotment Refund		E	25.00		25.00
165	Legal charges	18/05/2023		Bank 1 Current Accou	BACS	Legal fees - River Green	NP Law	S	1,862.17	361.80	2,223.97
166	River Green maintenance	18/05/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	62.76	12.55	75.31
166	Cleaning	18/05/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	62.76	12.56	75.32
166	Cleaning	18/05/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	62.76	12.55	75.31
166	Cleaning and cleaning maten	18/05/2023		Bank 1 Current Accou	BACS	Waste Bags	Polybags Ltd	S	62.77	12.55	75.32
167	Fuel & machinery mainten	15/05/2023		Bank 1 Current Accou	BACS	Fuel	Fuel Genie	S	49.18	9.84	59.02
167	Fuel	15/05/2023		Bank 1 Current Accou	BACS	Fuel	Fuel Genie	S	155.66	31.13	186.79
168	Vehicle lease	15/05/2023		Bank 1 Current Accou	BACS	Lease payment	Bussey & Sabberton	S	339.46	67.89	407.35
169	Stationery	15/05/2023		Bank 1 Current Accou	Credit Card	Refund	Amazon	X	-6.44		-6.44
170	Telephone	15/05/2023		Bank 1 Current Accou	Credit Card	Microsoft Teams	Microsoft	X	22.60		22.60
171	Subscriptions	15/05/2023		Bank 1 Current Accou	Credit Card	Adobe Subscription	Adobe	Z	26.49		26.49
172	Telephone	15/05/2023		Bank 1 Current Accou	Credit Card	Internet Services	Voxi	X	20.00		20.00
172	Telephone	15/05/2023		Bank 1 Current Accou	Credit Card	Internet Services	Voxi	X	20.00		20.00
173	Miscellaneous	15/05/2023		Bank 1 Current Accou	Credit Card	King Charles Portrait	Amazon	S	58.32	11.67	69.99
174	Sovereign Events	15/05/2023		Bank 1 Current Accou	Credit Card	Coronation Memorabilia	QD	X	105.20		105.20
175	One Off Payments	15/05/2023		Bank 1 Current Accou	Credit Card	Advertising Leaflets	eBay	X	23.70		23.70
175	One Off Payments	15/05/2023		Bank 1 Current Accou	Credit Card	Advertising Leaflets	eBay	X	-23.70		-23.70
176	Vehicle Maintenance	15/05/2023		Bank 1 Current Accou	Credit Card	Dashcam	Amazon	S	39.97	8.00	47.97
177	Sovereign Events	15/05/2023		Bank 1 Current Accou	Credit Card	Entertainer	Boogleland Entertainment Lu	X	50.00		50.00
178	Sovereign Events	15/05/2023		Bank 1 Current Accou	Credit Card	Entertainer	Royal British Legion	S	185.82	37.16	222.98
179	Stationery	15/05/2023		Bank 1 Current Accou	Credit Card	Stationery	Amazon	S	33.25	6.65	39.90
180	Sovereign Events	15/05/2023		Bank 1 Current Accou	Credit Card	Event Merchandise	Amazon	S	21.64	4.34	25.98
181	Miscellaneous	15/05/2023		Bank 1 Current Accou	Credit Card	Car Park Fee	Norwich City Council	X	3.00		3.00
182	Sovereign Events	15/05/2023		Bank 1 Current Accou	Credit Card	Event Merchandise	QD	S	10.38	2.08	12.46
183	Sovereign Events	15/05/2023		Bank 1 Current Accou	Credit Card	Event Merchandise	Gridserve Norwich	Z	6.50		6.50
184	Sovereign Events	15/05/2023		Bank 1 Current Accou	Credit Card	Event Merchandise	ASDA	X	37.00		37.00
185	Sovereign Events	15/05/2023		Bank 1 Current Accou	Credit Card	Time Capsule	Amazon	S	34.16	6.83	40.99
186	Office equipment	15/05/2023		Bank 1 Current Accou	Credit Card	Clipboards	Amazon	S	17.62	3.52	21.14
187	Gas	22/05/2023		Bank 1 Current Accou	DD	Gas - Morse Pavilion	SSE	L	123.89	6.19	130.08
188	Electricity	22/05/2023		Bank 1 Current Accou	DD	Electricity - Morse Pavilion	SSE	S	423.67	84.73	508.40
189	Telephone	23/05/2023		Bank 1 Current Accou	DD	Barrier line rental	Wireless Logic Ltd	S	4.32	0.86	5.18
190	Telephone	26/05/2023		Bank 1 Current Accou	DD	Mobile Telephones	Three	S	11.67	2.33	14.00

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
190 Telephone	26/05/2023		Bank 1 Current Accou	DD	Mobile Telephones	Three	S	23.33	4.67	28.00
191 S137 payments and donatio	26/05/2023		Bank 1 Current Accou	BACS	Donation	East Anglian Air Ambulance	X	100.00		100.00
192 S137 payments and donatio	26/05/2023		Bank 1 Current Accou	BACS	Donation	Norfolk Community Law Serv	X	100.00		100.00
192 Grant income and expenditu	26/05/2023		Bank 1 Current Accou	BACS	Donation	Norfolk Community Law Serv	X	166.65		166.65
193 S137 payments and donatio	26/05/2023		Bank 1 Current Accou	BACS	Donation	Norfolk Accident & Rescue Se	X	100.00		100.00
194 Grounds Machinery Maintene	26/05/2023		Bank 1 Current Accou	BACS	Machinery Maintenance	Ben Burgess	S	36.59	7.32	43.91
195 Morse Pavilion	26/05/2023		Bank 1 Current Accou	BACS	Defibrillator Parts	Defib Shop	S	54.37	10.88	65.25
195 River Green	26/05/2023		Bank 1 Current Accou	BACS	Defibrillator Parts	Defib Shop	S	54.37	10.88	65.25
195 Town Hall	26/05/2023		Bank 1 Current Accou	BACS	Defibrillator Parts	Defib Shop	S	54.37	10.88	65.25
195 Roxley Hall	26/05/2023		Bank 1 Current Accou	BACS	Defibrillator Parts	Defib Shop	S	54.37	10.88	65.25
196 Mayor's expenses	26/05/2023		Bank 1 Current Accou	BACS	Engraving	Mr T Foreman	X	16.20		16.20
197 Cleaning bus shelters	26/05/2023		Bank 1 Current Accou	BACS	Cleaning bus shelters	Mr R Marmoy	X	150.00		150.00
198 Sovereign Events	26/05/2023		Bank 1 Current Accou	BACS	Event First Aid	Norfolk Event Medical Servic	X	640.80		640.80
199 Additional Events	26/05/2023		Bank 1 Current Accou	BACS	Banners	Premier Print	S	60.00	12.00	72.00
200 River Green Lights	26/05/2023		Bank 1 Current Accou	BACS	Loan Payment	Public Works Loan Board	E	1,783.14		1,783.14
201 Sovereign Events	26/05/2023		Bank 1 Current Accou	BACS	Stage Truck Donation	East Coast Truckers	E	500.00		500.00
202 Bank charges	26/05/2023		Bank 1 Current Accou	DD	Bank charges	LLoyds Bank	E	7.00		7.00
203 Electricity	30/05/2023		Bank 1 Current Accou	DD	Electricity - Town Hall	SSE	S	1,691.70	338.34	2,030.04
204 Electricity	30/05/2023		Bank 1 Current Accou	DD	Electricity - Roxley Hall	SSE	L	286.29	14.31	300.60
205 Wheeled/litter/dog bins	30/05/2023		Bank 1 Deposit Accou	DD	Commercial Waste	Veolia	S	116.14	23.23	139.37
205 Wheeled/litter/dog bins	30/05/2023		Bank 1 Deposit Accou	DD	Commercial Waste	Veolia	S	185.16	37.03	222.19
Total								48,159.02	2,719.85	50,878.87

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – ‘No’ answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is ‘no’, has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority’s approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

***Governance and Accountability for Smaller Authorities in England – a Practitioners’ Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

THORPE ST ANDREW TOWN COUNCIL

www.thorpestandrew-tc.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

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

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

19/05/2023

ROGER F. CAWELL

Signature of person who carried out the internal audit



Date

19/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

THORPE ST ANDREW TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.thorpestandrew-tc.gov.uk

Section 2 – Accounting Statements 2022/23 for

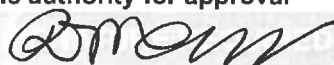
THORPE ST ANDREW TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	356 177	362 279	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	518 758	534 569	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	111 130	220 811	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(325 014)	(254 404)	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	(27 729)	(25 622)	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(271 043)	(436 895)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	362 279	400 737	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	373 343	373 158	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3 526 671	3 629 899	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	295 526	275 677	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

16/05/2023.

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

THORPE ST ANDREW TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD MM YYYY

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT
COMMITTEE MEETING
HELD ON 22nd MAY 2023**

PRESENT: Mr P Berry (Vice Chairman) Mr F Bowe
Mr S Snelling Mr D Wiseman
Mr T Garner Mr D Buck
Ms C Ferris

1. Election of Chairman

It was proposed by Mr F Bowe and seconded by Mr D Buck and on a show of hands, Mr J Fisher was unanimously elected as Chairman

2. Election of Vice Chairman

It was proposed by Mr F Bowe and seconded by Mr D Buck and on a show of hands, Mr P Berry was unanimously elected as Vice Chairman. Mr P Berry proceeded to Chair the meeting.

3. In Attendance: Dr T Foreman (Town Clerk), Mrs D Wheatley (Administration and Communications Officer), Mrs L Weston (Policy and Committee Officer) and two members of the public

Apologies for Absence: Mr J Fisher

4. Declarations of Interest: None

5. Minutes of meeting held on 17th April 2023

The minutes of the meeting held on 17th April 2023 were signed and approved as a true record.

6. Planning Items Raised by Residents- None

7. Planning Applications

2023/0820 119 Thunder Lane Single storey side extension
The Town Council, in its capacity as statutory consultee, raises no objections.

2023/0834 3a Church Yard Cottages Buck Yard Variation of conditions 2&3 – 20221074, variation of proposed plans and materials (JF)
The Town Council, in its capacity as statutory consultee, raises no objections to the variation proposed.

2023/1048 11a Hillside Avenue To demolish existing conservatory and build a new brick extension with tiled mono-pitched roof. Windows to match the existing bay window in style. The rear elevation is to be built under permitted development (JF)
The Town Council, in its capacity as statutory consultee, raises no objections.

2023/0654 21 Margetson Avenue **Conservatory Extension to rear (FB)**
Applicant in attendance. The Town Council, in its capacity as statutory consultee, raises no objections.

2023/1023 3 Rainsborough Rise **2xdormer windows together and use on pitched roof (FB)**
The Town Council, in its capacity as statutory consultee, raises no objections.

2023/1043 31 Hansell Road **Demolition of existing single storey extension with new single storey extension and associated works (SS)**
The Town Council, in its capacity as statutory consultee, has no objection in principle but we have concerns regarding the fin style skylights which are out of keeping with the streetscene of this residential area. We also have concerns regarding the amount of space to the front for car parking and have concerns this may result in an intensification of on street parking. The application would also create an unacceptable precedent for a change in the building line on this road. If this application is passed, we would request the hedge is replanted due to its significance to the adjacent Public Right of Way.

2023/1105 49 St Williams Way **Demolish existing rear conservatory and replace with single storey rear extension to align with existing rear extension (FB)**
The Town Council, in its capacity as statutory consultee, raises no objections.

2023/1118 187 Plumstead Road East **Construction of single storey extension to existing scout hall to provide staff office, store and improved sanitary accommodation, including associated external works (SS)**
Group Scout Leader in attendance and provided further supporting evidence for the proposed plans. The Town Council, in its capacity as statutory consultee, raises no objections.

2023/1154 40 Furze Road **Rear extension with roof lanterns and render (JF)**
The Town Council, in its capacity as statutory consultee, raises no objections.

2023/1156 47 Laundry Lane **Widening of existing access and drop kerb (SS)**
The Town Council, in its capacity as statutory consultee, raises no objections.

2023/1153 7 Yarmouth Road **Temporary change of use of buildings and structures from F1 non-residential institution to B8 storage or distribution for a period of two years (JF)**
The Town Council, in its capacity as statutory consultee, raises no objections.

BA/2023/0145/TCAA Pump House, Yarmouth Rd
T1: Cherry – crown lift to 5m
T2: Silver Birch (dead) – fell to ground level
T3: Sapling (dead) – fell to ground level
T4: Silver Birch (dead) – fell to ground level
T5: Hawthorne hedge – height reduction to 1.8m and take the sides back to boundary

fence line (JF)

The Town Council, in its capacity as statutory consultee, no objection in principle but the Town Council would support the views of the tree officer and would like to see a replanting order in place to maintain biodiversity and improve screening.

BA/2022/0385/FUL The Island, Yarmouth Rd Replacement Sewage Pipe (JF)

The application has been passed but the Town Council, in its capacity as statutory consultee, raises no objections.

Information Only

Confidential- Enforcement Notices

Noted - Town Clerk shared report with members.

Future Agenda Items (not for discussion) - None

Meeting closed at 8.45pm

Signed _____

Dated _____

ROGER CANWELL
21 Ryefield Road
Mulbarton
Norwich NR14 8FD
Rogercanwell@btinternet.com
Phone 01508 570257

Thorpe St. Andrew Town Council
Internal Auditor's Report for Year ended 31st March 2023

I visited the Council offices on two occasions during the week commencing 15th May to carry out the annual Internal Audit. I selected a number of transactions from the bank statement on a random basis and found that all were supported by an invoice or remittance advice. Each was correctly recorded in the financial accounting system with VAT clearly separated and each was reported to the appropriate Council meeting. The bank accounts were correctly reconciled to the accounting records at 31st March 2023.

Staff were paid in accordance with their contracts. Tax, National Insurance and pension deductions were correctly calculated and accounted for to HMRC and the County Pension Fund.

I inspected the year end Receipts and Payments Account and Balance Sheet and found them to be well presented with any significant variance from budget suitably explained. In addition, I reviewed the Council minutes for the year and found nothing of a financial nature that had not been included in the Accounts

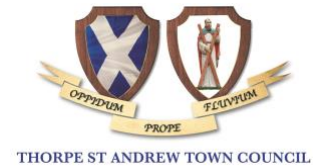
Overall, I found that the accounting records continue to be well maintained and I was able to sign the annual Audit Commission return without reservation. I have nothing of concern to bring to the Council's attention although I would, of course, be happy to answer any questions that are deemed necessary.

Finally, I would like to put on record my thanks to both the locum Council Clerk and the Responsible Finance Officer for their assistance during my audit.



Roger Canwell
Accountant and Independent Examiner 23rd May 2023

Thorpe St Andrew Town Council



Town Council Meeting : 5th June 2023

Asset Disposal

Agenda Item: 11

Reason for this Report

This report has been prepared to request approval for the disposal of assets which have been identified as surplus to operational requirements.

Background

Due to a change in sporting usage at the Fitzmaurice Park, the Parks and Estates team have undertaken an assessment of current assets on the site.

Two assets have been identified as not being required for operational use and therefore are surplus to current requirements. These are as follows:

1 x cricket mower

1 x road roller

It is envisaged that disposal of both assets via auction is the best option.

Result

The sale of the machines would prevent further financial spend on repair and maintenance costs and generate an income which could be used on other projects.

Advice

The Council is requested to approve the disposal of these assets through sale and authorise the Town Mayor to sign the disposal of asset form.

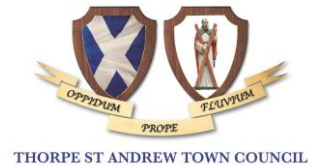
Legal Implications

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.

Thorpe St Andrew Town Council



Town Council : 5th June 2023

Equality, Diversity and Inclusion Policy

Agenda Item: 13

Reason for this Report

This report is to confirm the Equality, Diversity, and Inclusion Policy for 2023/24.

Result

The Town Council is requested to review the Equality, Diversity, and Inclusion Policy, there have been no changes to the Policy since being approved previously.

Advice

The Town Council is requested to review and approve the Equality, Diversity, and Inclusion Policy for 2023/24.

The Council is further requested to re-commit to Equality, Diversity, and Inclusion Training for all members and staff.

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.

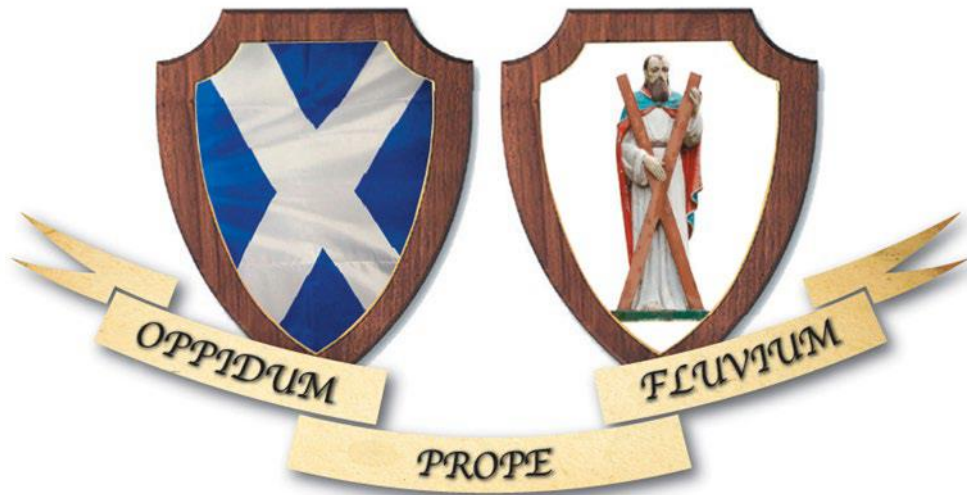
Locum Chief Executive Officer – Thomas Foreman

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

Tel: 01603 701048 Email: thomas.foreman@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90



THORPE ST ANDREW TOWN COUNCIL

**Thorpe St Andrew Town
Council
Equality, Diversity and
Inclusion Policy**

Adopted by the Council at its Meeting held 5th June 2023

1. The Council's Equality Statement

The Council is committed to promoting equality of opportunity for the people and communities of Thorpe St Andrew. We respect and value difference in our Town and across our workforce, and we want everyone to feel included and able to play their part in making Thorpe St Andrew a great place to live, learn, work and visit.

This Policy recognises the Council's duties under the Equality Act 2010; this means that we will:

- Promote equality of opportunity between people who share a protected characteristicⁱ and people who do not share it.
- Take steps to remove barriers or inequalities that may already exist for people with protected characteristics or people who are recognised by law to experience disadvantageⁱⁱ.
- Never treat anyone less favourably than any other, except when such treatment is within the law and determined by lawful requirements.
- Never tolerate prejudice or unlawful discrimination, harassment, victimisation or bullying on any grounds, and take action to eradicate it if ever it occurs in service delivery, employment or the community as a whole.
- Promote understanding and foster positive relations between different communities.
- Engage with our different local communities fairly and proportionately.
- Promote a workforce culture that values and respects difference.
- Encourage people who share a protected characteristic to participate in public life or in any other activity in which participation is disproportionately low.

In implementing this policy we will have regard to our legal obligations under relevant legislation, including the [Equality Act 2010](#), the Public Sector Equality Duty and the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#).

2. Discharging our responsibilities under the Public Sector Equality Duty

When exercising our public functions, we will have due regard to the [Public Sector Equality Duty](#)ⁱⁱⁱ and we will comply with the specific duties, by:

- Publishing information each year by the 31 January to demonstrate our compliance with the Public Sector Equality Duty
- Publishing relevant and proportionate equality objectives at least every four years, to deliver the aims of this policy.

This policy affects:

Elected members and all workers (including employees, consultants, temporary workers, agency staff and other third parties working on behalf of Thorpe St Andrew Town Council) are required to comply with this policy.

Suppliers, sub-contractors and agencies in our supply chain are also required to comply.

We expect all staff to take responsibility for familiarising themselves with this policy and conducting themselves in an appropriate manner.

This policy applies to the following public functions:

The policy applies to (but is not limited to) the planning, design, operation, construction and delivery of services, the provision of goods, facilities and services, exercising of public functions, recruitment and selection, conditions of service, benefits, facilities and pay, training and development, opportunities for promotion, conduct at work, employment policy, procedures and guidance, and termination of employment.

This policy applies to staff and elected members in the following ways:

The Council is an equal opportunities employer and will recruit, reward, develop and promote employees on the basis of the skills, relevant qualifications, experience, aptitude and ability they bring to the role.

Council staff responsible for recruitment / managing employees must ensure that:

- all job opportunities are advertised in accordance with the Council's Personnel Policies.
- all applicants and staff are made aware of the Council policy on recruitment.

All aspects of the recruitment and selection process will be monitored by the Chief Executive Officer to ensure the Council meets its obligations.

Where councillors are to be elected, the Council will make information available as widely as possible about the election and help people who are interested in standing for election, with the objective of reflecting the diversity of the town.

When the Council seeks a co-opted member, it will advertise widely and will ensure that every applicant has an equal opportunity.

The Council will always promote democracy, encourage all people to engage with it and vote at elections.

Training and Development

The Council provides induction training for all new staff, which includes an introduction to equality, diversity and inclusion. Continuing professional development is also available.

Accessibility

We are committed to delivering and commissioning public services and a workforce environment that can be accessed, understood and used to the greatest extent possible by all people regardless of their ability or disability.

When reviewing or redesigning our public services or workforce environment (or any building, product or service in that environment, such as premises, technology, information, communication and culture) we will be guided by the following:

- Provide the same means of use to enable access for all users: identical whenever possible; equivalent when not
- Avoid segregating or stigmatising any users
- Provisions for privacy, security and safety shall be equally available to all users
- Ensure dignity in use for all users.

Reasonable adjustments for disabled people

Where something the Council does places a disabled person^{iv} at a substantial disadvantage compared to a non-disabled person, we will take all reasonable steps to try to avoid that disadvantage or make reasonable adjustments wherever appropriate. This may mean changing the way we work, providing extra equipment or removing physical or other barriers.

The Council will periodically undertake an audit of its premises and operations to assess as far as possible, what customers may need in order to access our services. We will base this on good practice guidance and where appropriate talk to individual customers about any particular problems they encounter. As necessary, we will seek expert advice on finding solutions.

3. Communication

This policy will be made available via the Council's website.

4. Review

We will keep this policy and any associated codes of practice under annual review.

5. Complaints

We regard any breach of this policy as a serious matter to be dealt with through agreed procedures and this may result in disciplinary action. We encourage anyone who has a complaint concerning a breach of this policy to bring this to our attention immediately:

- The Complaints procedure can be found on the governance section of our website or contact the Town Hall on 01603 701048.

6. Further Information

For further information please contact the Town Hall on 01603 701048 or email office@thorpestandrew-tc.gov.uk

7. Related Thorpe St Andrew Town Council policies

The following documents should be considered in conjunction to this policy:

- Bullying, Harassment and Grievance Policies
- Council's Personnel Policies

ⁱ The protected characteristics are set out in the Equality Act 2010:

Characteristic	Who and what this covers
Age	Adults and children, or specific/different age groups
Disability	<p>A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.</p> <p>This may include but is not limited to:</p> <ul style="list-style-type: none"> • People with mobility issues (e.g. wheelchair or cane users; people of short stature; people who do not have mobility in a limb etc) • Blind and partially sighted people • People who are D/deaf or hearing impaired • People with learning disabilities • People who have mental health issues • People who identify as neurodiverse (this refers to neurological differences including, for example, dyspraxia, dyslexia, Attention Deficit Hyperactivity Disorder, the autistic spectrum and others). • People with some long-term health conditions which meet the criteria of a disability.
Gender reassignment	<p>People who identify as transgender (defined as someone who is proposing to undergo, is undergoing or has undergone a process or part of a process to reassign their sex. It is not necessary for the person to be under medical supervision or undergoing surgery).</p> <p>You should also consider the needs of people who identify as non-binary (a spectrum of gender identities that are not exclusively masculine or feminine).</p>
Marriage/civil partnerships	People who are married or in a civil partnership. They may be of the opposite or same sex.
Pregnancy & Maternity	Maternity refers to the period after birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably

	because she is breastfeeding.
Race	Race refers to a group of people defined by their race, colour, or nationality (including citizenship) ethnic or national origins. A racial group can be made up of two or more distinct racial groups, for example a person may identify as Black British, British Asian, British Sikh, British Jew, Romany Gypsy or Irish Traveller.
Religion/belief	Belief means any religious or philosophical belief or no belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour. Denominations or sects within a religion can be considered a protected religion or religious belief.
Sex	This covers men and women. You should also consider the needs of people who identify as intersex (people who have variations in sex characteristics) and people who identify as non-binary (a spectrum of gender identities that are not exclusively masculine or feminine).
Sexual orientation	People who identify as straight/heterosexual, lesbian, gay, or bisexual.

ii Other characteristics

In addition to the protected characteristics set out in the Equality Act 2010, UK law recognises that people with other characteristics may also experience disadvantage or reduced access to services, by reason of their circumstances, such as members of the armed forces community.

iii The Public Sector Equality Duty

Under the Equality Act 2010, public bodies like Thorpe St Andrew Town Council must in the exercise of their public functions have due regard to:

- Eliminating discrimination, harassment, victimisation
- Advancing equality of opportunity between people who share a ‘protected characteristic’ and people who do not share it;
- Fostering good relations between people who share a protected characteristic and people who do not share it.

This is called the ‘**public sector equality duty**’. In essence, the duty simply requires the Council to thoroughly consider the equality issues of every proposal, action or decision before going ahead with it.

A ‘proposal’, ‘action’ or ‘decision’ means anything that is a public function – in other words, something that impacts on people who live, work, learn in or visit – such as planning, changing or commissioning services; policies, strategies and procedures; buying equipment; projects; recruitment/workforce management and budget decisions.

The Council has discretion about how it implements the duty. However, it must be able to provide evidence that due regard was genuinely given to equality prior to decisions being made.

Many public bodies summarise their efforts to give ‘due regard to equality’ in a document called an ‘**equality impact assessment**’ (EqIA) – because this is an easy way to analyse and evidence the different ways a proposal, action or decision might impact on people with protected characteristics.

However, an EqIA is not the only way of giving due regard to equality. For example, the minutes of a meeting could demonstrate that full consideration has been given to equality issues.

Who is responsible for giving due regard to equality – or undertaking equality impact assessments?

The officer responsible for the proposal, action or decision should ensure that the duty is implemented and is brought to the attention of the relevant decision-maker/s (whether elected members or officers with delegated responsibility).

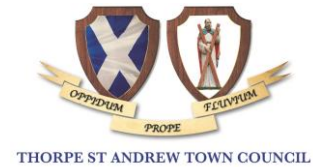
Elected members must give due regard to equality on every decision they make. If the duty is not properly discharged, the decision may be subject to legal challenge or judicial review.

Elected Members can and should challenge officers if they believe that adequate information has not been provided about the potential equality issues of a proposal or recommendation.

^{iv} The definition of disability

The definition of disability is set out in the Equality Act 2010, Part 6: 'A physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day to day activities'. A person must meet all elements of this definition in order to satisfy the requirements of the Equality Act 2010 and trigger the duty to make reasonable adjustments.

Thorpe St Andrew Town Council



Full Town Council Meeting, 5th June 2023

Re-Roof Town Hall

Agenda Item: 14

Reason for this Report

To get the roof of the Town Hall renewed due to excessive leaks during heavy rains.

Background

Due to leaks in the roof and along the 2 gullies the roof needs to be repaired. Repairs will consist of new felt, new battens, and rubberising the gullies along the central section of the roof.

Result

Having met with various roofing contractors to assess the work it has been recommended that a whole re-roof is carried out to make the building watertight for many more years. We have 4 quotes for the work as follows:

- A) £26,690 (+ VAT) (25-year guarantee)
- B) £20,000 (+VAT)
- C) £12,600 (No VAT) (15-year guarantee)
- D) £54,250 (15-year guarantee)

Advice

This report recommends we appoint Contractor A at a cost not to exceed £26,690 (+VAT). This would give a 25 year guarantee and a usable building for the foreseeable future.

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