



**THORPE ST ANDREW TOWN COUNCIL**

**Roxley Hall, Yarmouth Road, Thorpe St Andrew, NR7 0QF**  
**Tel/Fax: (01603) 701048. Email: [office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)**

**Notice of Council Meeting**

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at Roxley Hall on 4<sup>th</sup> December 2023 at 7.30pm for the purpose of transacting the following business.

*M Barron*

Michelle Barron

As it is the last Full Town Council meeting before Christmas, Roxley Hall will be open to the public from 7pm as an opportunity to join us for an informal chat with councillors and officers. Refreshments and mince pies will be provided

**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 6 Nov 2023**
- 4 Announcements (for information only)**
  - 4.1 - The Town Mayor
  - 4.2 - The Town 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
- 6 Update on Events**
  - a: Remembrance
  - b: Christmas

**Chief Executive Officer – Michelle Barron**

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew,  
NR7 0UL Tel: 01603 701048

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

Website: [www.thorpestandrew-tc.gov.uk](http://www.thorpestandrew-tc.gov.uk)

VAT No. 107 2921 90

## **7 Finance**

7.1 - Payments List

7.2 - Bank Reconciliation Statement - to be tabled

7.3 - Budget for 2024-2025

**8 Winter Pressures Grant** – for consideration and resolution.

**9 Correspondence from Ocubis** – for consideration and resolution

To consider whether the council would like to make an expression of interest in the long term custodianship of the Grade II Listed Thorpe Tower and SAM IN station.

**10 Update of Grounds Equipment – for consideration and resolution**

- Purchase of new mowers for the Parks and Estates Team
- Trade in of the Avant

**11 Agenda Items requested by councillors – for consideration and resolution**

- Fitness equipment at the recreation centre – Cllr Jo Bailey
- Planting project – Cllr Jo Bailey

**12 Update on the land adjacent to the Rushcutters** – for information

**13 Exclusion of press and public**

To consider a motion to exclude press and public under the public bodies Admissions to meetings Act 1960

**14 To discuss the options for the setting up of a limited company** - for consideration and resolution

**Future Agenda Items (Not for Discussion)**

**Chief Executive Officer – Michelle Barron**

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VAT No. 107 2921 90

**Thorpe St Andrew Town Council  
Minutes of the Town Council meeting  
held on 6 November 2023 at 7:30pm**

**1 Present:**

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

**Apologies:** Mr T Garner, Ms M Friend, Mr J Emsell, Ms C Ferris and Mrs R McCarthy (RFO/OM)

**In attendance:** Mrs M Barron, (CEO), Mrs D Wheatley (Administration & Communications Officer), Mr J Calver (Parks and Estates Manager), Mrs L Weston (Administration and Committee Officer) and 8 members of the public.

**2 Declarations of interest in items on the agenda**

Cllr Snelling declared an interest in matters relating to item 6a on the agenda.

**3 To confirm the minutes of the Town Council meeting held on 2 October 2023.**

The minutes of the meeting held on 2 October 2023 were signed and approved as a true record.

**4 Announcements (For information only)**

**(i)** The Town Mayor prior to the announcements, wished to address the wholly unacceptable attack the staff were subjected to at the last meeting. Although the Council encourages the open free exchange of ideas, issues and problems for our residents; however, to raise unsubstantiated accusations and personal attacks is completely unacceptable and cannot be allowed at future meetings. If the Chair believes any points are becoming a personal attack it will be addressed. Council staff investigated all issues that were raised, as unsubstantiated as they were and found no substance in any. It's not the question, it is the manner in which it is being asked, when it becomes a personal attack. In future, residents are asked to raise questions, that require investigation, directly with the Councillor for their ward, or a member of staff, in advance of the meeting.

The Town Mayor was pleased to open the Poppy Appeal at Sainsbury, given the trying times, residents are just as generous, and so far the appeal seems successful.

Discussions with the CEO about potential future plans for play equipment, budgets and weekly meetings continue.

The Town Mayor personally thanked all staff for their substantial efforts to ensure the Fireworks event was as successful as it was and thanks also to the councillors and volunteers who helped. In Cllr Emsell's absence, as events lead, his personal thanks were passed on to staff, councillors and volunteers by the Town Mayor.

(ii) The CEO – Residents may have noticed the sewer connection pipe to Thorpe Island is currently in progress and should be rectified soon, works are being supervised by Broadland District Council.

## **5 Public Participation – To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 mins each**

### **5.1 Norfolk Constabulary – No report**

**5.2 County and District Councillors –** Members noted the report from Cllr Ward. Cllr Bailey asked Cllr Ward if there was any known future roadworks planned on the diversion routes around the Heartsease roundabout works, which causes further disruption. Cllr Ward advised that there was nothing else planned. Cllr Berry attended the Broadland Economic Success and Development Panel, discussing developing facilities and design of a visitor kiosk at Broadland Country Park. He also sat on the Overview and Scrutiny Committee approving a Public Space Protection Order for the next 3 years, recommended for approval by cabinet. Cllr Berry also attended the Broadland Community at Heart Awards at the Space venue, sharing a table with Avril Thomas who volunteers for Norfolk Knitters and Stitchers. Avril also volunteers at St Williams Way Knit and Natter group in Thorpe St Andrew, making items for Norfolk and Norwich Baby Unit, St Martins Trust and refugees. Congratulations to Avril, who was nominated and won the Volunteer of the Year award, and the Thorpe St Andrew Team, including our own Cllr Barrett.

**5.3 Members of the public –** A member of the public asked for an update on the Staithe and what appears to be an abandoned boat moored. The CEO was able to respond to these issues.

A member of the public speaking on behalf of Thorpe History Group raised concerns over the condition of the railway bridge and asked the Town Council to make representation to Network Rail. The CEO was able to give an update, having already taken this forward and the lack of response from Network Rail. Cllr Court mentioned some businesses that have received correspondence from Network Rail, which may be worth checking. A collaboration from all interested parties to progress this matter was suggested.

Father James update - Firstly, Father James is grateful and expressed thanks to the Town Council and the Thorpe Branch of the Royal British Legion for all the preparations ahead of the Remembrance Day Parade and Service. Secondly, a thank you to the Town Council for the wonderful Town Fireworks and all the work that was put into that event and the upcoming event planned for 2 December. The Christmas Tree festival will be launched on 3 December at the parish church and thanks to the Councillors for their support to enable the switch on of the Christmas lights. Finally, in response to an earlier point raised,

a working group has been set up to co-ordinate events to mark the 150<sup>th</sup> anniversary of the railway disaster next year.

A member of the public, in response to an incident at the Morse Park, asked the Town Council to consider some improvements to the position and signage of local defibrillators. As a result of this incident 'Fifty for Thorpe' has been created with the aim to get 50 members of the community trained in CPR and the use of defibrillators. They have teamed up with the East Anglian Air Ambulance to offer this training free of charge. Based on knowledge gained since the incident, a detailed proposition was put to the Town Council to make improvements to ensure future incidents like this one, has the best chance of a positive outcome. The CEO thanked the member of public for explaining what was required and if it is possible to make things more accessible, the Town Council would fully support this move.

A member of the public informed the Town Council of a local Tennis Coach, who is planning to coach local residents with mental health issues and asked if there's any possibility of using the Morse Tennis Courts and if there's any plans to renovate the courts. Mr J Calver updated the room on the progress made so far and options for booking/locking the courts.

On a separate issue comment was made regarding the residents' upset at Thorpe St Andrew Hospital being destroyed by fire, another historical building which is lost and what can be done. The Town Mayor responded that it seems to be a result of buildings that are left abandoned for far too long, due to delays from the developers, resulting in vandals entering.

## **6 Events Update**

- (a) Remembrance – The CEO and Cllr Snelling walked the new parade route for this year and are confident it will work well. A new security firm is being used, the same as used for the Firework event. All the local neighbours have been written to and the event is ready to go. Cllr Snelling is satisfied the problems from last year have been resolved.
- (b) Fireworks – The CEO gave full credit to the team that worked tirelessly on this event and gave thanks to all the volunteers and Councillors that also helped on the day. Overwhelming positive responses received with significantly less issues than previous year. Observations and recommendations from this year were discussed with the members, what worked well, what didn't and suggestions from Councillors for next year will all be reviewed.
- (c) Christmas – Number of craft stalls booked is 30 and 25 caterers, a smaller fair is also booked. A Christmas light walk is planned with a view to keep it open for a week, after school time 3 to 5pm, if volunteers can be found. The Christmas Grotto will have a cost this year of £2.50 and is bookable in advance.

**Action** – Mrs D Wheatley to set up a rota for volunteers to cover the light walk.

## **7 Finance**

**7.1** Payments List – report attached and noted, no comments.

**7.2** Bank Reconciliation Statement - report attached and noted.

**7.3** Quarter 2 budget monitoring report - report attached and noted

**7.4** Budget for 2024-2025 - report attached. The CEO gave a brief overview of the draft budget to Councillors and asked for any comments, prior to taking it back to the Finance and Staffing Committee. Cllr Ward questioned the Newsletter budget line but also mentioned that the latest newsletter received was excellent, well laid out and one of the best.

Cllr Fisher proposed that the Budget 24/25 returns to the F&S Committee, before coming back to full council, with a range of percentage and amounts of increases, seconded by Cllr Berry and by a show of hands all in favour.

**7.5** Outsourced verge cutting - report attached. Mr J Calver gave an overview of the report to Councillors.

Cllr Snelling proposed that the verge cutting remains in house, seconded by Cllr Fisher and agreed by a unanimous show of hands.

## **8 Neighbourhood Plan - for consideration and resolution**

A brief explanation was provided by Cllr Fisher, as to why the plan has taken over 6 years to get to this point. No questions.

## **9 General Power of Competence - for consideration and resolution**

The CEO gave an overview to Councillors, with a recommendation to adopt this power.

It was proposed by Cllr Buck, seconded by Cllr Snelling and with a show of hands and all in favour **RESOLVED** to adopt the General Power of Competence.

## **10 To Exclude the press and public in accordance with the Public Bodies (Admission to Meetings Act) 1960, due to the sensitive and confidential nature of the items to be discussed.**

All members of the public left the meeting.

## **11 Staithes Report – for consideration and resolution**

The confidential report was tabled after the public had left the building, giving Councillors a first look at the report to consider. A brief outline was given by the Town Mayor and the CEO, into the background and legal case, and the report is the reply.

It was proposed by Cllr Ward, seconded by Cllr Fisher and with a show of hands and all in favour **RESOLVED** to end this dispute.

## **12 River Green – for consideration and resolution**

The CEO gave a brief outline to update members and discuss setting up a company to manage River Green and its moorings. Due consideration and discussion followed.

Cllr Snelling proposed for the Council to explore the setup of a new company to manage the River Green in future, seconded by Cllr Buck and agreed by a unanimous show of hands.

### **Future Agenda Items**

Street Plan - Cllr Ward made a request for Thorpe St Andrew to consider having a street plan in the future.

### **Meeting Closed at 9.26pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_

## Report from Councillor John Ward

### Norfolk County Council

Norfolk is to receive £7.4m of Government funding over the next 3 years to develop extra childcare for primary school children, creating extra childcare places before and after school. The Government wants all primary school parents to be able to access termtime childcare 8am-6pm by 2026. Only 108 of our 393 primary schools currently provide this.

Norfolk County Council have again teamed up with Waterstones for the "Giving Tree Appeal". The tree at Waterstones, Castle St Norwich, will be decorated with hundreds of tags on which are written requests for books from our 800 children in care. These can be purchased in store or on line and are then wrapped and delivered in time for Christmas.

Currently with so many roadworks, this new website will usefully tell you of all current road closures in Norfolk. <https://one.network/uk/norfolk>

The future of Postwick Park & Ride remains uncertain as it is currently generating less than 25% of the customers of the average for the other Park & Rides.

Essex, Suffolk & Norfolk County Councils are urging National Grid to reconsider its preferred option of pylons for the Norwich - Tilbury electricity transmission line.

Two new exhibitions have recently opened at our museums: "Norwich Works, Industrial Photography" at Norwich Castle, and "Crossings, Constructions and Connections" at Time & Tide. They are both well worth a visit.



**Thorpe St Andrew Town Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
714	02/11/2023		Bank 1 Current Accou	BACS	Machinery Maintenance	Ben Burgess	S	10.98	2.20	13.18
715	02/11/2023		Bank 1 Current Accou	BACS	Electricity - River Green	E.on	L	111.70	5.58	117.28
716	02/11/2023		Bank 1 Current Accou	BACS	Safety clothing	DD Health & Safety Supplies	S	39.95	7.99	47.94
717	02/11/2023		Bank 1 Current Accou	BACS	Fire & First Aid Cover	Falcon Fire & Rescue Ltd	S	1,718.30	343.66	2,061.96
718	02/11/2023		Bank 1 Current Accou	BACS	Allotment deposit refund		E	25.00		25.00
719	02/11/2023		Bank 1 Current Accou	BACS	Advert in Thorpe Players Mags	Thorpe Players	X	40.00		40.00
720	02/11/2023		Bank 1 Current Accou	BACS	Portable Toilet Hire	Toilets+	S	556.67	111.33	668.00
721	02/11/2023		Bank 1 Current Accou	BACS	Cable ties	Trade UK	S	31.89	6.36	38.25
722	02/11/2023		Bank 1 Current Accou	BACS	War memorial maintenance	Trade UK	S	30.07	6.01	36.08
723	02/11/2023		Bank 1 Current Accou	BACS	Water - River Green Toilets	Wave	E	429.04		429.04
724	10/11/2023		Bank 1 Current Accou	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
725	10/11/2023		Bank 1 Current Accou	BACS	Skip Hire	PSH Environmental	S	265.00	53.00	318.00
726	10/11/2023		Bank 1 Current Accou	BACS	Electricity - River Green Toile	TotalEnergies Gas & Power L	L	113.59	5.68	119.27
727	14/11/2023		Bank 1 Current Accou	BACS	Fuel	Fuel Genie	S	205.76	41.15	246.91
727	14/11/2023		Bank 1 Current Accou	BACS	Fuel	Fuel Genie	S	89.78	17.96	107.74
728	10/11/2023		Bank 1 Current Accou	BACS	Water - Cemetery	Wave	Z	70.94		70.94
729	10/11/2023		Bank 1 Current Accou	BACS	Grounds Maintenance	Norse	S	1,366.38	273.28	1,639.66
730	10/11/2023		Bank 1 Current Accou	BACS	Cleaning Services	Norwich Cleaning Services	S	572.00	114.40	686.40
730	10/11/2023		Bank 1 Current Accou	BACS	Cleaning Services	Norwich Cleaning Services	S	572.00	114.40	686.40
730	10/11/2023		Bank 1 Current Accou	BACS	Cleaning Services	Norwich Cleaning Services	S	572.00	114.40	686.40
731	10/11/2023		Bank 1 Current Accou	BACS	By-election Fee	Broadland District Council	E	6,443.15		6,443.15
732	10/11/2023		Bank 1 Current Accou	BACS	Verge maintenance	British Garden Centres	S	84.93	16.99	101.92
733	10/11/2023		Bank 1 Current Accou	BACS	Streetlight Repairs	Cozens UK Ltd	S	790.00	158.00	948.00
734	10/11/2023		Bank 1 Current Accou	BACS	Event Security	Excaliber Security Services Lt	S	1,873.30	374.66	2,247.96
735	10/11/2023		Bank 1 Current Accou	BACS	Remembrance Wreaths	The Poppy Appeal	X	250.00		250.00
736	10/11/2023		Bank 1 Current Accou	BACS	Alarm Call-Out	Vincent Security	S	50.00	10.00	60.00
737	13/11/2023		Bank 1 Current Accou	BACS	Salary		X	1,873.11		1,873.11
738	13/11/2023		Bank 1 Current Accou	BACS	Salary		X	1,538.18		1,538.18
739	13/11/2023		Bank 1 Current Accou	BACS	Salary		X	1,560.58		1,560.58
740	13/11/2023		Bank 1 Current Accou	BACS	Salary		X	2,106.30		2,106.30
741	13/11/2023		Bank 1 Current Accou	BACS	Salary		X	1,401.07		1,401.07
742	13/11/2023		Bank 1 Current Accou	BACS	Salary		X	1,293.95		1,293.95

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743	13/11/2023		Bank 1 Current Accou	BACS	Salary		X	2,606.07		2,606.07
744	13/11/2023		Bank 1 Current Accou	BACS	Salary		X	981.85		981.85
745	13/11/2023		Bank 1 Current Accou	BACS	Salary		X	496.53		496.53
746	13/11/2023		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	415.15		415.15
747	13/11/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	242.13		242.13
748	13/11/2023		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	249.81		249.81
749	13/11/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	157.33		157.33
750	13/11/2023		Bank 1 Current Accou	BACS	tax nic	HMRC	X	227.41		227.41
751	13/11/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	157.33		157.33
752	13/11/2023		Bank 1 Current Accou	BACS	tax nic	HMRC	X	528.84		528.84
753	13/11/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	284.32		284.32
754	13/11/2023		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	166.10		166.10
755	13/11/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	111.66		111.66
756	13/11/2023		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	129.81		129.81
757	13/11/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	103.97		103.97
758	13/11/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	38.78		38.78
759	13/11/2023		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	124.00		124.00
760	13/11/2023		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	1,088.77		1,088.77
761	13/11/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	442.48		442.48
762	13/11/2023		Bank 1 Current Accou	BACS	Student Loan	HMRC	X	61.00		61.00
763	13/11/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	163.32		163.32
764	13/11/2023		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	590.46		590.46
765	13/11/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	110.09		110.09
766	13/11/2023		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	446.05		446.05
767	13/11/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	110.09		110.09
768	13/11/2023		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	446.05		446.05
769	13/11/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	183.19		183.19
770	13/11/2023		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	662.31		662.31
771	13/11/2023		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	87.66		87.66
772	13/11/2023		Bank 1 Current Accou	BACS	Employers Pension	Norfolk Pension Fund	X	355.18		355.18
773	13/11/2023		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	57.15		57.15
774	13/11/2023		Bank 1 Current Accou	BACS	Employers Pension	Norfolk Pension Fund	X	244.17		244.17
775	13/11/2023		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	36.12		36.12
776	13/11/2023		Bank 1 Current Accou	BACS	Employers Pension	Norfolk Pension Fund	X	154.31		154.31

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
777 Salary	13/11/2023		Bank 1 Current Accou.	BACS	Pension	Norfolk Pension Fund	X	269.58		269.58
778 Pension Employer	13/11/2023		Bank 1 Current Accou.	BACS	Employers Pension	Norfolk Pension Fund	X	931.64		931.64
779 Vehicle lease	15/11/2023		Bank 1 Current Accou.	DD	Lease payment	Bussey & Sabberton	S	339.46	67.89	407.35
780 Subscriptions	15/11/2023		Bank 1 Current Accou.	Credit Card	Adobe Subscription	Adobe	S	16.64	3.33	19.97
780 Subscriptions	15/11/2023		Bank 1 Current Accou.	Credit Card	Adobe Subscription	Adobe	X	26.49		26.49
781 Telephone	15/11/2023		Bank 1 Current Accou.	Credit Card	WiFi	Voxi	X	20.00		20.00
781 Telephone	15/11/2023		Bank 1 Current Accou.	Credit Card	WiFi	Voxi	X	20.00		20.00
782 Xmas Event	15/11/2023		Bank 1 Current Accou.	Credit Card	Goods Xmas Event	Amazon	S	174.02	34.87	208.89
783 Xmas Event	15/11/2023		Bank 1 Current Accou.	Credit Card	Goods Xmas Event	Temu	S	99.00	19.80	118.80
784 Xmas Event	15/11/2023		Bank 1 Current Accou.	Credit Card	Goods Xmas Event	Home Bargains	S	33.32	6.67	39.99
784 Xmas Event	15/11/2023		Bank 1 Current Accou.	Credit Card	Goods Xmas Event	Home Bargains	S	6.65	1.33	7.98
785 One Off Payments	15/11/2023		Bank 1 Current Accou.	Credit Card	Goods	Amazon	S	151.03	30.21	181.24
785 Xmas Event	15/11/2023		Bank 1 Current Accou.	Credit Card	Goods	Amazon	S	48.25	9.66	57.91
786 Health & Safety	15/11/2023		Bank 1 Current Accou.	Credit Card	Safety Equipment	Amazon	E	9.99		9.99
787 Additional Events	15/11/2023		Bank 1 Current Accou.	Credit Card	Halloween Merchandise	Poundland	S	20.83	4.17	25.00
788 Additional Events	15/11/2023		Bank 1 Current Accou.	Credit Card	Halloween Merchandise	B&M	X	28.00		28.00
789 Xmas Event	15/11/2023		Bank 1 Current Accou.	Credit Card	Goods Xmas Event	Bargain Wholesalers	S	66.39	11.28	77.67
790 Fireworks	15/11/2023		Bank 1 Current Accou.	Credit Card	Refreshments	Morrisons	X	20.00		20.00
791 Stationery	15/11/2023		Bank 1 Current Accou.	Credit Card	Stationery	eBay	X	8.59		8.59
792 Stationery	15/11/2023		Bank 1 Current Accou.	Credit Card	Stationery	Amazon	S	2.49	0.50	2.99
793 Xmas Event	17/11/2023		Bank 1 Current Accou.	BACS	Goods Xmas Event	Mrs M Barron	S	75.83	13.97	89.80
794 Health & Safety	17/11/2023		Bank 1 Current Accou.	BACS	Traffic Signs	Builders Equipment	S	1,528.68	305.74	1,834.42
795 Materials, fixtures & fittings	17/11/2023		Bank 1 Current Accou.	BACS	Paint & Tools	Kent Blaxill	S	63.92	12.78	76.70
796 Rent and deposit	17/11/2023		Bank 1 Current Accou.	BACS	Allotment Refund		E	25.00		25.00
797 Water charges	17/11/2023		Bank 1 Current Accou.	BACS	Water charges - Roxley Hall	Wave	X	190.34		190.34
798 Xmas Event	17/11/2023		Bank 1 Current Accou.	BACS	Goods Xmas Event	Mrs D Wheatley	X	45.00		45.00
799 Telephone	22/11/2023		Bank 1 Current Accou.	DD	Barrier line rental	Wireless Logic Ltd	S	4.32	0.86	5.18
800 Telephone	27/11/2023		Bank 1 Current Accou.	DD	Mobile Telephones	Three	S	11.67	2.33	14.00
800 Telephone	27/11/2023		Bank 1 Current Accou.	DD	Mobile Telephones	Three	S	23.33	4.67	28.00
801 Bottle Bank	28/11/2023		Bank 1 Current Accou.	DD	Bottle bank	URM UK	S	-18.00	-3.60	-21.60
801 Bottle Bank	28/11/2023		Bank 1 Current Accou.	DD	Bottle bank	URM UK	S	36.00	7.20	43.20
802 Bank charges	28/11/2023		Bank 1 Current Accou.	DD	Bank charges	Lloyds Bank	E	7.00		7.00
803 Wheeled/litter/dog bins	28/11/2023		Bank 1 Deposit Accou.	DD	Commercial Waste	Veolia	S	196.11	39.22	235.33
803 Wheeled/litter/dog bins	28/11/2023		Bank 1 Deposit Accou.	DD	Commercial Waste	Veolia	S	148.99	29.80	178.79
804 Equipment Hire	29/11/2023		Bank 1 Current Accou.	BACS	Scag Mower Hire	Ben Burgess	S	440.00	88.00	528.00

**Thorpe St Andrew Town Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
805 Energy charge	29/11/2023		Bank 1 Current Accou	BACS	Streetlighting Contract	TotalEnergies Gas & Power L	S	4,526.11	905.21	5,431.32
806 Electricity	30/11/2023		Bank 1 Current Accou	DD	Electricity - Morse Pavilion	SSE	S	413.04	82.61	495.65
<b>Total</b>								<b>48,754.82</b>	<b>3,535.55</b>	<b>52,290.37</b>

THORPE ST ANDREW TOWN COUNCIL: BUDGET 2024/25 v3

ALLOTMENTS	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Dussindale Maintenance	1350	1689	1500	210.00	1500
Dussindale Rent	400	405	450	399.93	450
Dussindale Water	417	498	600	136.65	500
Hillside Maintenance	2705	1477	1500	1284.91	2000
Hillside Water	409	1656	850	0.00	1050
Rent & Deposit	258	225		75.00	
Water Charges	368			0.00	
<b>TOTAL</b>	<b>5907</b>	<b>5950</b>	<b>4900</b>	<b>2106.49</b>	<b>5500</b>
<b>RECEIPTS</b>					
Rents/deposits	9131	5662	5000	4414.48	5000
Water Charges	1417	1418	1000	1029.56	1000
<b>TOTAL</b>	<b>10548</b>	<b>7080</b>	<b>6000</b>	<b>5444.04</b>	<b>6000</b>

BROADLAND DC ELECTIONS	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Election costs	7079	4773	7000	8607.01	9000
<b>TOTAL</b>	<b>7079</b>	<b>4773</b>	<b>7000</b>	<b>8607.01</b>	<b>9000</b>

BUILDING MAINTENANCE	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Town Hall	4594	4285	7000	2947.99	7000
Morse Pavilion	3066	10365	7000	803.09	7000
Roxley Hall	662	4640	3000	1104.84	3000
Café	2279	1739	1000	0.00	1000
River Green	177	10235	3000	1104.83	3000
<b>TOTAL</b>	<b>10778</b>	<b>31264</b>	<b>21000</b>	<b>5960.75</b>	<b>21000</b>
<b>RECEIPTS</b>					
Town Hall		57		0.00	
Café		40		0.00	
<b>TOTAL</b>	<b>0</b>	<b>97</b>	<b>0</b>	<b>0.00</b>	<b>0</b>

BUSINESS SPONSORSHIP	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Payments	593	1714	1000	0.00	500
<b>TOTAL</b>	<b>593</b>	<b>1714</b>	<b>1000</b>	<b>0.00</b>	<b>500</b>
<b>RECEIPTS</b>					
Receipts	420	673	450	0.00	1000
<b>TOTAL</b>	<b>420</b>	<b>673</b>	<b>450</b>	<b>0.00</b>	<b>1000</b>

CAPITAL SPENDING	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Asset Replacement	10305	36868	5000	0.00	5000
Buildings & Amenity Areas		93804	7500	4884.50	7500
Town Hall	755	3225	5000	0.00	5000
Projects		6295	16000	1980.00	47250
War Memorial	1008				
<b>TOTAL</b>	<b>12068</b>	<b>140192</b>	<b>33500</b>	<b>6864.50</b>	<b>64750</b>

CEMETERY	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Maintenance	2450		2000	400.00	0
Water Charges	116	230	250	119.38	0
<b>TOTAL</b>	<b>2566</b>	<b>230</b>	<b>2250</b>	<b>519.38</b>	<b>0</b>

Moved to S.137

COMM. INFRASTRUCTURE LEVY	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Payments					
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
<b>RECEIPTS</b>					
Receipts	13523	10225		0.00	
<b>TOTAL</b>	<b>13523</b>	<b>10225</b>	<b>0</b>	<b>0.00</b>	<b>0</b>

CONTINGENCY	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Payments			5000		5000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>5000</b>	<b>0.00</b>	<b>5000</b>

EVENTS	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
One Off Payments	2658	1654	2000	1039.46	2000
St Georges Day		530	2000	1667.92	
Fireworks	5716	11065	9000	4411.00	15000
Remembrance Day	577	960	500	0.00	1500
Xmas Event	5714	7010	2500	308.48	2500
Sovereign Events		10841	5000	6901.07	
Additional Events		428	500	2128.91	2000
*NEW* Commemorative Events				0.00	5000
<b>TOTAL</b>	<b>14665</b>	<b>32488</b>	<b>21500</b>	<b>16456.84</b>	<b>28000</b>
<b>RECEIPTS</b>					
One Off Payments	1159			33.34	
St Georges Day		667	500	957.89	
Fireworks	17511	33252	15000	633.32	15000
Xmas Event	841	1824	500	1025.77	2500
Sovereign Events		3458	3500	2207.23	
Additional Events		516	500	805.53	2000
*NEW* Commemorative Events					3000
<b>TOTAL</b>	<b>19511</b>	<b>39717</b>	<b>20000</b>	<b>5663.08</b>	<b>22500</b>

FITZMAURICE PARK/TOWN HALL	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Cleaning	767	141		455.92	1000
Cricket Maintenance	588	958	1000	0.00	
Electricity	6592	4366	6000	2629.05	6000
Field Maintenance Contract	7357	3569	7000	425.29	
Sports Turf Maintenance	330				
Park Maintenance	5496	3020	2500	1263.75	3000
Play Equipment Maintenance	17	171	1000	6.07	1000
Water rates	378	613	700	139.17	700
Wheeled/Litter/Dog Bins	1485	2412	2000	842.98	2000
Youth Shelter Maintenance		177	400	0.00	400
Tennis Court Maintenance			400		100
<b>TOTAL</b>	<b>23010</b>	<b>15427</b>	<b>21000</b>	<b>5762.23</b>	<b>14200</b>
<b>RECEIPTS</b>					
Field Maintenance Contract		3230		0.00	
Cricket Income	1907	2436	2000	157.50	150
Lettings	21362	16743	15000	5166.67	15000
Other Income	171	250		206.28	400
<b>TOTAL</b>	<b>23440</b>	<b>22659</b>	<b>17000</b>	<b>5530.45</b>	<b>15550</b>

GRANTS	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Payments	1770	1321		306.00	
<b>TOTAL</b>	<b>1770</b>	<b>1321</b>	<b>0</b>	<b>306.00</b>	<b>0</b>
<b>RECEIPTS</b>					
Receipts	1000	1767		1145.00	
<b>TOTAL</b>	<b>1000</b>	<b>1767</b>	<b>0</b>	<b>1145.00</b>	<b>0</b>

LEASES	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Payments	5562	4402	5200	2036.76	4100
<b>TOTAL</b>	<b>5562</b>	<b>4402</b>	<b>5200</b>	<b>2036.76</b>	<b>4100</b>

LEGAL FEES	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Legal Charges	11499	18498	8000	4049.87	8000
<b>TOTAL</b>	<b>11499</b>	<b>18498</b>	<b>8000</b>	<b>4049.87</b>	<b>8000</b>
<b>RECEIPTS</b>					
Receipts		15388		0.00	
<b>TOTAL</b>	<b>0</b>	<b>15388</b>	<b>0</b>	<b>0.00</b>	<b>0</b>

LOAN REPAYMENT	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Roxley Hall Loan	20269	18206	19435	9769.34	19018
Town Hall Loan	3894	3850	3806	1908.43	3762
River Green Lights	3566	3566	3566	1783.14	3566
<b>TOTAL</b>	<b>27729</b>	<b>25622</b>	<b>26807</b>	<b>13460.91</b>	<b>26346</b>

NEIGHBOURHOOD & TOWN PLAN	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Neighbourhood/Town Plan	1033	3750	1000	400.00	1000
<b>TOTAL</b>	<b>1033</b>	<b>3750</b>	<b>1000</b>	<b>400.00</b>	<b>1000</b>
<b>RECEIPTS</b>					
Neighbourhood/Town Plan		3330		0.00	
<b>TOTAL</b>	<b>0</b>	<b>3330</b>	<b>0</b>	<b>0.00</b>	<b>0</b>

NEWSLETTER	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Newsletter	2288	4431	2500	0.00	3000
<b>TOTAL</b>	<b>2288</b>	<b>4431</b>	<b>2500</b>	<b>0.00</b>	<b>3000</b>

RIVER GREEN	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Staithe Picnic Area	128			0.00	
Electricity	1719	1997	1500	1236.39	2500
River Green Maintenance	1511	1679	3000	617.43	3000
War Memorial Maintenance	4			0.00	
Rates (Toilets)	2027			0.00	
Electricity (Toilets)	1102	1231	1700	502.77	1700
Cleaning (Toilets)	4155	191	100	2419.74	7000
Water (Toilets)	1193	1524	800	814.18	1000
<b>TOTAL</b>	<b>11839</b>	<b>6622</b>	<b>7100</b>	<b>5590.51</b>	<b>15200</b>
<b>RECEIPTS</b>					
Electricity		1760		790.34	1000
Income	1291	713	1500	0.00	1500
Rates (Toilets)	2944			0.00	
<b>TOTAL</b>	<b>4235</b>	<b>2473</b>	<b>1500</b>	<b>790.34</b>	<b>2500</b>

ROXLEY HALL	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Cleaning	2028	560	500	2556.94	7000
Electricity	678	1025	1500	563.93	1500
Gas	1871	1587	2000	1011.82	2100
Miscellaneous	1619	865	500	15.42	200
Rates	4790	5546	6000	4635.54	5000
Water	496	305	500	237.02	500
Lettings		66			
Telephone	441	1614	500	195.00	500
<b>TOTAL</b>	<b>11923</b>	<b>11568</b>	<b>11500</b>	<b>9215.67</b>	<b>16800</b>
<b>RECEIPTS</b>					
Miscellaneous	114	78		0.00	
Lettings	7055	15491	12000	6933.05	14000
<b>TOTAL</b>	<b>7169</b>	<b>15569</b>	<b>12000</b>	<b>6933.05</b>	<b>14000</b>

S106 PAYMENTS & DONATIONS	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Section 106					
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
<b>RECEIPTS</b>					
Section 106		52458		0.00	
<b>TOTAL</b>	<b>0</b>	<b>52458</b>	<b>0</b>	<b>0.00</b>	<b>0</b>

S137 PAYMENTS & DONATIONS	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
S137 Payments & Donations	50	550			450
<b>TOTAL</b>	<b>50</b>	<b>550</b>	<b>0</b>	<b>0.00</b>	<b>450</b>
<b>RECEIPTS</b>					
S137 Payments & Donations					
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>

SALARIES	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
A Salary, Employer NIC & Pension	46409				
B Salary, Employer NIC & Pension	5952				
C Salary, Employer NIC & Pension	4488				
D Salary, Employer NIC & Pension	115841				
E Salary, Employer NIC & Pension	15100				
F Salary, Employer NIC & Pension	566				
G Salary, Employer NIC & Pension		4423			
Student Loan	268	585	500	366.00	800
H Salary	22652	26184	27344	14709.48	32076
H Pension Employer	5386	6425	6563	3542.76	7377
H Employer NIC	1943	2575	2700	1452.78	3000
J Salary	18456	22208	22777	11388.48	24702
J Pension Employer	4337	5330	5466	2676.30	5682
J Employer NIC	1326	1912	2100	943.98	2000
K Salary	18456	22208	22777	11388.48	24702
K Pension Employer	4337	5330	5466	2676.30	5682
K Employer NIC	1326	1912	2100	943.98	2000
L Salary	9872	20259	22369	0.00	
L Pension Employer	2320	4862	5368	0.00	
L Employer NIC	752	1747	2100	0.00	
M Salary	14400	57600	47665	26745.03	49498
M Pension Employer			11440	645.08	11385
M Employer NIC			4800	274.21	3700
N Salary	18826	30324	31099	16909.98	35745
N Pension Employer	4424	7278	7464	3973.86	8222
N Employer NIC	1378	3090	3100	1705.92	3500
P Salary	5806	20141	21940	9403.02	20713
P Pension Employer			5266	0.00	4764
P Employer NIC	394	1614	2100	669.96	1400
Q Salary		5525	18000	9068.52	20029
Q Pension Employer		1326		2131.08	4607
Q Employer NIC		344		623.82	1400
R Salary		948	12696	6234.00	13561
R Pension Employer		228	3047	1465.02	3119
R Employer NIC		26	1200	232.68	500
S Salary			12000	1667.33	12000
S Pension Employer				391.82	2760
S Employer NIC				0.00	
Salary Contingency			5000	0.00	5000
<b>TOTAL</b>	<b>325015</b>	<b>254404</b>	<b>314447</b>	<b>132229.87</b>	<b>309924</b>

SCP Increase

SCP Increase

SIR GEORGE MORSE PARK & PAVILION	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Cleaning and Cleaning Materials	10530	1760	2500	2545.29	7000
Electricity	4194	5267	5000	2173.38	5000
Equipment Hire	675	2490	2000	545.00	2000
Field Maintenance Contract	10654	10316	16000	7257.18	17000
Fuel	2144	2509	2200	1152.50	2300
Grounds Machinery Maintenance	4561	1280	3000	1352.82	3000
Materials Fixtures & Fittings	1832	883	1500	0.00	1000
Mileage	113			27.09	
Miscellaneous	836		500	0.00	500
Gas	954	1583	2000	288.62	1000
Park Maintenance	3280	1437	1500	1940.99	3500
Play Equipment Maintenance (COMBINE)	3371	444	2000	0.00	
Sports Turf Maintenance	1310			0.00	
Telephone	1369	1569	2000	271.29	600
Tools & Equipment	1130	1597	1000	486.25	1000
Training	2507	320		0.00	
Water Rates	922	1781	1600	797.90	1600
Wheeled/litter/dog bins	1908	2477	2300	853.82	2000
Football Maintenance	3233	663	2500	4043.00	5000
Rates	2470	2470	2500	2470.05	2500
Feed-In Tariff	1171	1273	1500	0.00	1500
Tennis Courts Maintenance	640		500	109.55	500
Health & Safety	2397	3147	2500	153.57	1000
Vehicle Maintenance	646	2940	1000	808.05	2000
<b>TOTAL</b>	<b>62847</b>	<b>46206</b>	<b>55600</b>	<b>27276.35</b>	<b>60000</b>
<b>RECEIPTS</b>					
Electricity		1380	2000	997.42	2000
Field Maintenance Contract		3230		0.00	
Fuel		50		25.00	
Gas	23			0.00	
Tools & Equipment		7109		333.33	
Football Income	7664	7362	10000	2428.33	8000
Lettings	4533	5400	5400	2250.00	5400
Rates		1494		0.00	
Feed-In Tariff	1171	1273	1500	548.95	1500
Telephone		10		0.00	
<b>TOTAL</b>	<b>13391</b>	<b>27308</b>	<b>18900</b>	<b>6583.03</b>	<b>16900</b>



STREET FURNITURE	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Cleaning bus shelters	1175	1695	1700	875.00	1800
Repairs and Maintenance		254	500	457.96	1000
Bus Shelter	385			0.00	
Memorial Donation	196	75		1279.95	
<b>TOTAL</b>	<b>1756</b>	<b>2024</b>	<b>2200</b>	<b>2612.91</b>	<b>2800</b>
<b>RECEIPTS</b>					
Memorial Donation	258	143.07		1006.65	
<b>TOTAL</b>	<b>258</b>	<b>143.07</b>	<b>0</b>	<b>1006.65</b>	<b>0</b>

STREET LIGHTING	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Energy Charge	23690	36698	25000	18831.91	38000
Maintenance Contract	4800	4800	7000	2000.00	6000
Repairs	12246	19152	12000	7260.00	15000
Structural Testing	3737				
<b>TOTAL</b>	<b>44473</b>	<b>60650</b>	<b>44000</b>	<b>28091.91</b>	<b>59000</b>

TOWN COUNCIL OFFICE	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Audit	1450	1425	2000	1815.00	2000
Bank charges	137	118	200	99.85	200
Mayors Expenses	182	409	300	16.20	300
Computer/Photocopier	132	850		-24.83	
Insurance	7921	8486	9000	9754.95	10000
Miscellaneous	540	441	250	118.03	250
Office equipment	174	940	1000	603.89	1500
Telephone	1473	1458	1200	1035.81	2000
Postage	764	26	250	155.67	250
Stationery	875	310	500	95.02	250
Subscriptions	4439	6059	5000	3558.76	5000
Training/H&S	895	2605	4000	3069.89	5000
Bottle Bank	60	130	100	111.60	200
Photocopy charges	841	1056	1200	311.52	1000
Rates	3393	3393	3400	3043.90	3400
HR Costs	3907	330	2000	798.10	2000
Uniform			500	582.31	1000
<b>TOTAL</b>	<b>27183</b>	<b>28036</b>	<b>30900</b>	<b>25145.67</b>	<b>34350</b>
<b>RECEIPTS</b>					
Mayors Expenses	15			0.00	
Miscellaneous	9	475	100	140.00	100
Subscriptions		1250		0.00	
Bank Charges		-1		0.00	
Bank Interest	49	953	100	1909.61	2000
Bottle bank	106	417	300	0.00	300
Telephone		14		0.00	
<b>TOTAL</b>	<b>179</b>	<b>3108</b>	<b>500</b>	<b>2049.61</b>	<b>2400</b>

TREE MANAGEMENT	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Tree Expenditure		9174	9000	800.00	9000
<b>TOTAL</b>	<b>0</b>	<b>9174</b>	<b>9000</b>	<b>800.00</b>	<b>9000</b>
<b>RECEIPTS</b>					
Tree Expenditure	40			0.00	0
<b>TOTAL</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>

VERGE CUTTING	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Fuel & Machinery Maintenance	1260	904	2500	1740.12	3500
Verge Cutting	5725	683	1000	257.71	1000
Equipment Hire	3950	4620	5000	2640.00	5300
<b>TOTAL</b>	<b>10935</b>	<b>6207</b>	<b>8500</b>	<b>4637.83</b>	<b>9800</b>
<b>RECEIPTS</b>					
Verge Cutting	17417	18845	19000	21370.23	22000
<b>TOTAL</b>	<b>17417</b>	<b>18845</b>	<b>19000</b>	<b>21370.23</b>	<b>22000</b>

WEBSITE	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Website Costs	660	1420	1000	625.00	1000
<b>TOTAL</b>	<b>660</b>	<b>1420</b>	<b>1000</b>	<b>625.00</b>	<b>1000</b>

YOUTH COUNCIL	Actual 21/22	Actual 22/23	Budget 23/24	YTD	Budget 24/25
<b>PAYMENTS</b>					
Payments	292		1000		
<b>TOTAL</b>	<b>292</b>	<b>0</b>	<b>1000</b>	<b>0</b>	<b>0</b>

**THORPE ST ANDREW TOWN COUNCIL DRAFT BUDGET v3- 2024/25**

<b>INCOME</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
Allotments	6050.00	6000.00	6000.00
Business Sponsorship	250.00	450.00	1000.00
Events	16000.00	20000.00	22500.00
Fitzmaurice Park	18800.00	17000.00	15550.00
River Green	1000.00	1500.00	2500.00
Roxley Hall	10000.00	12000.00	14000.00
Sir George Morse Park	15400.00	18900.00	16900.00
Town Council Office	50.00	400.00	2400.00
Verge Cutting	17000.00	19000.00	22000.00
<b>TOTAL</b>	<b>84550.00</b>	<b>95250.00</b>	<b>102850.00</b>

<b>EXPENDITURE</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
Allotments	4800.00	4900.00	5500.00
BDC Elections	4000.00	7000.00	9000.00
Building Maintenance	29000.00	21000.00	21000.00
Business Sponsorship	1000.00	1000.00	500.00
Cemetery	3025.00	2250.00	0.00
Events	15000.00	21500.00	28000.00
Fitzmaurice Park	22500.00	21000.00	14200.00
Lease Payments	5200.00	5200.00	4100.00
Legal Fees	6500.00	8000.00	8000.00
Loan Repayment	27268.00	26807.00	26346.00
Neighbourhood/Town Plan	1000.00	1000.00	1000.00
Newsletter	2000.00	2500.00	3000.00
River Green	10500.00	7100.00	15200.00
Roxley Hall	10500.00	11500.00	16800.00
S137 Payments	550.00	0.00	450.00
Sir George Morse Park	53600.00	55600.00	60000.00
Street Furniture	1500.00	2200.00	2800.00
Street Lighting	32000.00	44000.00	59000.00
Town Council Office	25050.00	30900.00	34350.00
Tree Management	9000.00	9000.00	9000.00
Verge Cutting	8500.00	8500.00	9800.00
Website	1000.00	1000.00	1000.00
Youth Council	1000.00	1000.00	0.00
Salaries	291626.00	314447.00	309924.00
<b>TOTAL</b>	<b>566119.00</b>	<b>607404.00</b>	<b>638970.00</b>

<b>CAPITAL</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
Asset Replacement	4500.00	5000.00	5000.00
Buildings & Amenity Areas	7500.00	7500.00	7500.00
Street Lighting	9000.00	0.00	0.00
Town Hall	5000.00	5000.00	5000.00
Projects	20000.00	16000.00	47250.00
<b>TOTAL</b>	<b>46000.00</b>	<b>33500.00</b>	<b>64750.00</b>

<b>REVENUE EXPENDITURE</b>	<b>566119.00</b>	<b>607404.00</b>	<b>638970.00</b>
<b>CAPITAL EXPENDITURE</b>	<b>46000.00</b>	<b>33500.00</b>	<b>64750.00</b>
<b>CONTINGENCY</b>	<b>7000.00</b>	<b>5000.00</b>	<b>5000.00</b>
	<b>619119.00</b>	<b>645904.00</b>	<b>708720.00</b>
<b>LESS INCOME</b>	<b>84550.00</b>	<b>95250.00</b>	<b>102850.00</b>
<b>PRECEPT REQUIRED</b>	<b>534569.00</b>	<b>550654.00</b>	<b>605870.00</b>

<b>Tax Base</b>	<b>5164</b>	<b>5189</b>	<b>5189</b>	
<b>Cost per property</b>	<b>£ 103.52</b>	<b>£ 106.12</b>	<b>£ 116.76</b>	<b>£ 10.64 pa</b>
<b>Increase</b>	<b>3.0%</b>	<b>2.5%</b>	<b>10.0%</b>	<b>£ 0.89 pm</b>

**From:** communities <communities@southnorfolkandbroadland.gov.uk>

**Sent:** Thursday, November 16, 2023 8:59 AM

**Subject:** Winter Pressures Grant

Good Morning,

I am pleased to inform you that both South Norfolk and Broadland Councils have launched a Winter Pressures Grant that enables communities to support their residents through the winter period. The funding is for a maximum of £1,500 per group and can be used for projects that clearly outline how they will support individuals and families during the colder months. Examples include;

- Support to operate Warm Spaces that offer free food and/or drinks, social engagement and wider support
- Provision of Christmas hampers and gifts for the most vulnerable households in a community
- Purchase of warmth providing equipment such as blankets, hats, oil-filled radiators etc. to donate or loan to those in need

Funding cannot be used to provide direct payments to residents and projects are expected to be engaged with other local support provision as well as the Help Hub.

Community groups, faith organisations, CIC's, CIO's, parish and town councils plus trusts can all apply provided they have a bank account that the grant can be paid in to.

Proposals that promote a religious or political purpose are not eligible to apply.

This funding is provided through Pride in Place and a total of £15,000 is available in each district.

For further information and an application form, please see here; [Winter Pressures Grant – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](#)

If you have further questions, please email [communities@southnorfolkandbroadland.gov.uk](mailto:communities@southnorfolkandbroadland.gov.uk)

**Olivia King**

Event & Communities Coordinator

t 01603 430611 e [olivia.king@southnorfolkandbroadland.gov.uk](mailto:olivia.king@southnorfolkandbroadland.gov.uk)



We've moved! South Norfolk Council is now based at Thorpe Lodge. Find out more about how you can access our services by visiting our website or by calling us on 01508 533633

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From: [Redacted]  
Sent: Friday, November 24, 2023 10:05 AM  
To: [Redacted]  
Cc: Rachel McCarthy <[Rachel.McCarthy@thorpestandrew-tc.gov.uk](mailto:Rachel.McCarthy@thorpestandrew-tc.gov.uk)>  
Subject: Pinebanks - Heritage Features

Dear Cllr Fisher

We would like to formally ask whether TSATC would like to submit an expression of interest for the long-term custodianship of the Grade II listed Thorpe Tower and the SAM IN-Station.

The precise details of how these assets will be brought forward remains to be worked through with BDC and HE, however we would envisage something along the lines of the following:-

- 1. The Tower and IN-Station will be ready for the long-term custodian when the residential units in the adjacent phase are ready for occupation.
- 2. It is likely that a sum of money will be identified in the s.106 that enables the custodian to maintain the assets over a set period of time.

In expressing an interest now this does not bind you contractually, merely places TSATC in a position to get involved going forward if Berliet agree that TSATC are the most appropriate custodian. As part of this exercise, we would be grateful to understand what use TSATC envisage each asset would be used for.

We should point out that we are seeking expressions of interest from other parties too.

We would be pleased to hear from you by Friday 8<sup>th</sup> December 2023.

Regards

**Stephen Chatfield** MSc BSc MCIOB  
Development Director



33 Cavendish Square  
London, W1G 0PW.

Main: +44 (0)20 7292 6360  
D/D: +44 (0)20 7484 5710

W: [www.ocubis.co.uk](http://www.ocubis.co.uk)

**Michelle Barron**

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**From:** Jason Calver  
**Sent:** 15 November 2023 15:47  
**To:** Michelle Barron  
**Subject:** Mowers  
**Attachments:** Thorpe Paris 031123.pdf

Hi Michelle

Please find attached the quote from Ernest Doe regarding new mowers.

We currently pay £440net a month to hire the 2 Scag V-riders from Ben Burgess. We use these to cut the verges and any smaller areas of grass around the town, such as the allotments and River Green.

These mowers are supposedly rear discharge but have the tendency to throw the grass out sideways which makes a bit more mess than desired. We have also had issues with belts snapping, punctures and poor blade life. Unfortunately, the service received from Ben Burgess has also been sub standard in my opinion.

Of the mowers quoted from Ernest Doe it would be good to again have 2. One zero turn and one stander. This is more expensive than the current cost, but this could be mitigated in the fact that the zero turn is a triple function deck, i.e it has a mulch, semi mulch and full rear discharge deck, the deck is also wider than the current v-rider standers. As the deck is wider it would take less time to cut the verges as one pass should be sufficient rather than going back and forward, the full mulch option on the machine will also greatly reduce debris on the footpath and be more beneficial to the grass as the nutrients would be put back into the soil.

The extra stander would be used as a backup in case of breakdowns and to do the smaller areas as the current machines do.

Both machines are better for the operator with more comfort and anti vibration capabilities.

Many Thanks

**Jason Calver**

**Parks and Estates Supervisor  
Thorpe St Andrew Town Council**

**07864623236**

As Councillors and council staff acting on your behalf it will be necessary to collect, use and share you or your family's personal information. When we use personal information for this purpose we are acting as a "data controller" and must give you a privacy notice.

This can be found here <https://bit.ly/33osw4J>

\*\*\*\*\*Privileged/Confidential Information may be contained in this message. If you are not the addressee indicated in this message (or responsible for delivery of the message to such person), you may not copy or deliver this message to anyone. In such case, you should destroy this message and kindly notify the sender by reply email. Please advise immediately if you or your employer does not consent to Internet email for messages of this kind. Opinions,



## QUOTATION



**ernestDOE**

Ernest Doe & Sons Ltd  
Stanford Tuck Road, Lyngate  
Industrial Estate, North Walsham  
NR28 0TY

Tel: 01692 405121

[www.ernestdoe.com](http://www.ernestdoe.com)

Jason Caiver  
Thorpe St Andrew Town Council  
Town Hall  
Fitzmaurice Park  
Pound Lane  
NR7 0UL

03/11/2023

Dear Jason

Following our recent discussions, I have great pleasure in submitting the following quotation for the machinery as requested.

### Mean Green52 Battery Ride on Zero Turn Mower

- 52" Width of Cut
- Lithium Battery Pack
- 7 Hour Run Time on Charge
- Puncture Proof Front Jockey Wheels
- Flashing Beacon
- 5 Year Warranty on Batteries



**Nett Price** £34,895.00

### Operating Lease

**36 Monthly Payments @ £942.00 each**

Chairman: C E Doe Managing Director: A E Doe Sales Director: G C K Parker Finance Director: G R E Forrest  
Registered No: 431173 in England Registered Office: Ulting, Maldon, Essex CM9 6QH Tel: 01245 380311

Contracts for all goods and services supplied by the Company are subject to the Terms and Conditions of the Company, a copy of which is available online at [ernestdoe.com/terms](http://ernestdoe.com/terms).  
We are committed to safeguarding all personal data handled by us. Please refer to [ernestdoe.com/privacy](http://ernestdoe.com/privacy) for a full copy of our privacy policy.





**From:** Adam Meek <[REDACTED]>  
**Sent:** Tuesday, November 28, 2023 1:51:03 PM  
**To:** Jason Calver <[Jason.Calver@thorpestandrew-tc.gov.uk](mailto:Jason.Calver@thorpestandrew-tc.gov.uk)>  
**Subject:** RE: New Mower Lease

3-year contract Hire...

V-Ride - **£295.00 + VAT** per month  
Tiger Cat - **£350.00 + VAT** per month

Agreement includes servicing and breakdowns. Exclusions: Punctures, glass damage, mower blades, accidental damage.

Ben Burgess will hold the title of the machinery and reserve the right to replace it, at any time, with comparable specification, with reasonable notice.

Thanks,  
Adam

**Adam Meek**  
*Area Sales Manager*

T: 01603 625370  
M: 07785 371264

E: [REDACTED]  
W: [benburgess.co.uk](http://benburgess.co.uk)

A: Ben Burgess Groundsca , Europa Wa , Norwic , Norfol NR1 2E  
re y h k N





**Michelle Barron**

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**From:** Jason Calver  
**Sent:** 17 November 2023 12:05  
**To:** Michelle Barron  
**Subject:** Fwd: Avant and Attachments

Think that's about the maximum we're going you get unfortunately.

Sent from [Outlook for Android](#)

---

**From:** Adam Meek <adammeek@benburgess.co.uk>  
**Sent:** Friday, November 17, 2023 10:57:06 AM  
**To:** Jason Calver <Jason.Calver@thorpestandrew-tc.gov.uk>  
**Subject:** Avant and Attachments

Hi Jason,  
Sorry about that I am sure I drafted an email and sent it. Never mind.

We can offer **£16,500.00** for the Avant equipment...

1x Avant 640  
1x 4in1 bucket  
1x pallet tines  
1x 240 back hoe + buckets  
1x 1200 rotary mower  
1x gulley brush  
1x salt spreader  
1x snow plough/blade  
1x Kilworth flail hedge cutter

Thanks,  
Adam

**Adam Meek**  
*Area Sales Manager*

T: 01603 625370  
M: 07785 371264  
E: adammeek@benburgess.co.uk  
W: benburgess.co.uk  
A: Ben Burgess Groundscare, Europa Way, Norwich, Norfolk NR1 2EN



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