



THORPE ST ANDREW TOWN COUNCIL

Roxley Hall, Yarmouth Road, Thorpe St Andrew, NR7 0QF
Tel/Fax: (01603) 701048 Email: 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 Monday 3rd June at 7.30pm for the purpose of transacting the following business.

M Barron

Michelle Barron

Issued 29.05.2024

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 Monday 13th May 2024** Page 1-6
- 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
 - 5.3 - Members of the Public
- 7 **Finance**
 - 7.1 - Payments List – attached VR No's 98 – 187 Page 7-10
 - 7.2 - Bank Reconciliation Statement – attached Page 11
 - 7.3 - AGAR - attached Page 12-14
- 8 **Replacement Workshop** - for consideration and resolution
To consider quotes for the replacement workshop Page 15-22
- 9 **Window for the premises of Bishy Barney Boat Hire** – Cllr Dale Wiseman
- 10 **Proposal for Parkrun to be held at Fitzmaurice Park** – Cllr Calix Eden Page 23-16
- 11 **Event Updates**
 - D – Day 80
 - Midsummer Music Event
- 12 **Exclusion of Press and Public**
To consider a motion to exclude press and public under the public bodies Admission to meetings Act 1960.
- 13 **River Green Lease matters – Legal advice update**
Future Agenda Items (Not for Discussion)

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

Website: www.thorpestandrew-tc.gov.uk

**THORPE ST ANDREW TOWN COUNCIL MINUTES
OF THE ANNUAL TOWN COUNCIL MEETING
HELD ON 13 MAY 2024 AT 7:30PM**

1. ELECTION OF TOWN MAYOR

It was proposed by Mr J Fisher, seconded by Mr P Berry 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 P Berry 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 GROUP TERMS OF REFERENCE AND MEMBERSHIPS

Members considered the report of the 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 2024/25 would be as follows:

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

Finance & Staffing Committee: Mr J Emsell, Mr F Bowe, Mr S Snelling, Mr S Court, Mr J Ward, Ms L Barrett, Mrs L Skinner, Mrs M Friend, Mr P Berry

4. APPOINTMENT TO MEMBER CHAMPION POSITIONS AND ALLOTMENT PANEL

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

5. PRESENT:

Mr F Bowe (Town Mayor)
Mr D Wiseman
Mr D Buck
Ms C Ferris
Ms L Barrett
Mrs M Friend
Mr J Ward
Mr T Garner

Mr S Snelling (Deputy Town Mayor)
Mr S Court
Mr J Fisher
Ms J Bailey
Mr J Emsell
Mr C Eden
Mr P Berry

Apologies: Mrs L Skinner

In attendance:

Mrs M Barron (CEO), Mrs R McCarthy (OM and RFO), Mrs D Wheatley (Administrative and Communication Officer), Mrs L Weston (Administration and Committee Officer), Mr J Calver (Parks and Estates Manager) and five members of the public were present.

6. DECLARATIONS OF INTEREST

Cllr Snelling declared an interest in agenda item 13.

7. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 4 MARCH 2024

The minutes of the meeting held on 4 March 2024 were agreed and signed as a true record.

8. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 8 APRIL 2024

The minutes of the meeting held on 8 April 2024 were agreed and signed as a true record.

9. ANNOUNCEMENTS (For information only)

- (i) The Town Mayor – Report as tabled earlier for the Annual Public Meeting
- (ii) The Town Clerk – Update on the LED Street Lights application, the Public Loan Board has a few minor queries, we should know very soon whether we can go ahead with the works, which should save the council a huge amount of money. Neighbourhood Plan referendum passed with 87.4% support of the people that voted and will be formally adopted by BDC on 29 July 2024. Lastly, an onsite meeting took place with the play area contractor and unless anything drastic happens, it's fully expected to have the play area in place for the summer holidays.

10. PUBLIC PARTICIPATION (Limited to 3 minutes per speaker)

- (i) Norfolk Constabulary – Report received at the Annual Public Meeting
- (ii) County and District Councillors – Members noted the report as tabled by Cllr Ward along with the verbal report dated 12 May, updating members on the highlights for the last year and the key priorities for this year.

Cllr Eden raised concerns from parents over the potential costs that Thorpe school is considering charging the new intake of pupils for Chrome Books. This was confirmed by other members and office staff who had heard similar. The CEO advised that the council has no control over this issue but advised that FOI requests have been submitted to the school and that the school had underestimated the fall out.

Cllr Wiseman visited Cllr Skinner at the playgroup based at the Town Hall, being very impressed with the set up and energy levels of the staff.

Cllr Berry reported that the traffic situation at the top of Harvey Lane and Gordon Avenue has recently improved and the untaxed vehicles have been moved.

- (iii) A member of the public asked a question about the boat inspections at River Green and who would be paying for these. As this was a question for BDC, Cllr Bailey was able to answer on their behalf. The same member of public asked if the council was setting up a Ltd Company, the CEO was able to confirm that it was.

11. FINANCE

- (i) Financial Statement 1/4/23 to 31/3/24 -

RESOLVED that the financial Statement be approved and signed.

- (ii) Variance Notes -for the financial statement 1/4/23 to 31/3/24 -

RESOLVED that the Variances be approved.

- (iii) Income, Expenditure, balance Sheet and Adjustments 1/4/23 to 31/3/24 -

RESOLVED to approve these submissions.

- (iv) End of Year earmarked reserves – the RFO provided members with full details of the Earmarked Reserves, which included an update on the Anglian Water allotment issues at both sites. Cllr Snelling highlighted the improved interest rates and now would be the time to explore the best rates to get a reasonable return on the reserves.

RESOLVED to approve the Reserves.

- (v) Payments List as tabled,

RESOLVED to approve the Payments List.

- (vi) Bank Reconciliation Statement as at 31/3/24

RESOLVED to approve and sign the Bank Reconciliation Statement.

- (vii) Insurance and Assets – No disposals during 23/24 and the new additions recorded,

RESOLVED to approve the Assets register.

12. POLICIES – For Review

a) Constitution

The Town Council considered the report of the CEO relating to the Town Council Constitution.

It was **RESOLVED** unanimously to approve the Constitution as presented.

b) Standing Orders

The Town Council considered the report of the CEO relating to the Town Council Standing Orders.

It was **RESOLVED** unanimously to approve the Standing Orders as presented.

c) Financial Regulations – members advised of two amendments.

The Town Council considered the report of the CEO relating to the Town Council Financial Regulations.

It was **RESOLVED** unanimously to approve the Financial Regulations as presented.

d) Annual Administration

The Town Council considered the report of the CEO relating to the Town Council Annual Administration.

It was **RESOLVED** unanimously to approve the Annual Administration as presented.

e) Complaints Policy Documents

The Town Council considered the report of the CEO relating to the Town Council Complaints Policy.

It was **RESOLVED** unanimously to approve the Complaints Policy as presented.

f) Information and Data Protection Policy

The Town Council considered the report of the CEO relating to the Town Council Information and Data Protection Policy.

It was **RESOLVED** unanimously to approve the Information and Data Protection Policy as presented.

g) Vexatious requests and publication scheme

The Town Council considered the report of the CEO relating to the Town Council Vexatious requests and publication scheme.

It was **RESOLVED** unanimously to approve the Vexatious requests and publication scheme as presented.

h) Media Policy

The Town Council considered the report of the CEO relating to the Town Council Media Policy.

It was **RESOLVED** unanimously to approve the Media Policy as presented.

i) Scheme of Delegation

The Town Council considered the report of the CEO relating to the Town Council Scheme of Delegation.

It was **RESOLVED** unanimously to approve the Scheme of Delegation as presented.

j) CCTV Policy – members advised of an amendment.

The Town Council considered the report of the CEO relating to the Town Council CCTV Policy.

It was **RESOLVED** unanimously to approve the CCTV Policy as presented.

k) Open Green Spaces Memorial Policy – members advised of an amendment.

The Town Council considered the report of the CEO relating to the Town Council Open Green Spaces Memorial Policy.

It was **RESOLVED** unanimously to approve the Open Green Spaces Memorial Policy as presented.

l) Code of Conduct

The Town Council considered the report of the CEO relating to the Town Council Code of Conduct.

It was **RESOLVED** unanimously to approve the Code of Conduct as presented.

m) Health and Safety Policy Statement

The Town Council considered the report of the CEO relating to the Town Council Health and Safety Policy Statement.

It was **RESOLVED** unanimously to approve the Health and Safety Policy Statement as presented.

13. Dementia Support Group Governance Agreement- tabled.

Members noted the report to formalise the existence of the Dementia Support Group by setting up a new committee of volunteers and officers, with a constitution that meets the aims and objectives of the group. Cllr Snelling thought it an ideal time to pass over the responsibility to volunteers, with a custodial agreement and the CEO concurred.

Cllr Eden gave thanks to the Deputy Mayor, Debbie Wheatley and the Town Council, the group is going from strength to strength and he's pleased to support the group with part of his Cllr grant.

It was **RESOLVED** to accept the new proposal and constitution.

14. Correspondence:

A: Request for traffic calming – Dussindale Drive

The RFO briefed the members of a call received from a resident who wished for speed bumps to be installed along Dussindale Drive, before each roundabout, and asked for Council to champion it with Highways.

B: Request for car parking off Whitlingham Lane

The correspondence was noted and discussed. The CEO will contact the person to discuss again.

C: Request for 20mph on Yarmouth Road

The correspondence was noted and discussed. It was felt that the impact of the redevelopment of the bus route along Yarmouth Road would need to be known.

D: Correspondence from Landowner regarding use of space

Correspondence was noted and Cllr Emsell asked the CEO to organise a site visit to clarify the plan, as there are concerns with crossing the railway line with children.

The CEO will make enquiries with the landowner for a site visit, which will be open to Cllrs who are available to attend.

Meeting Closed at 8:48pm

Signed:

Dated:

Thorpe St Andrew Town Council

29 May 2024 (2024-2025)

PAYMENTS LIST

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------|--------------------------------|------------|--------|---------------------|-----------|----------------------------------|---------------------------|----------|-----------|----------|-----------|
| 98 | Morse Pavilion | 01/05/2024 | | Bank 1 Current Acco | BACS | Drain Inspection | Blockbuster Drain Service | S | 130.00 | 26.00 | 156.00 |
| 99 | Asset replacement | 01/05/2024 | | Bank 1 Current Acco | BACS | Purchase of Truck | Bussey & Sabberton | S | 11,900.00 | 2,380.00 | 14,280.00 |
| 100 | Training and H & S | 01/05/2024 | | Bank 1 Current Acco | BACS | NEBOSH Training | Jarrold Training | S | 1,795.00 | 359.00 | 2,154.00 |
| 101 | Cleaning bus shelters | 01/05/2024 | | Bank 1 Current Acco | BACS | Cleaning bus shelters | Mr R Marmoy | X | 140.00 | | 140.00 |
| 102 | HR Costs | 01/05/2024 | | Bank 1 Current Acco | BACS | HR Services | Neathouse | S | 3,061.80 | 612.36 | 3,674.16 |
| 103 | Subscriptions | 01/05/2024 | | Bank 1 Current Acco | BACS | Bookings Subscription | Scribe Accounts | S | 849.60 | 169.92 | 1,019.52 |
| 104 | Insurance | 01/05/2024 | | Bank 1 Current Acco | BACS | Insurance renewal | Zurich Municipal | S | 11,418.44 | 412.22 | 11,830.66 |
| 105 | Park maintenance | 10/05/2024 | | Bank 1 Current Acco | BACS | Plants | British Garden Centres | S | 191.27 | 20.68 | 211.95 |
| 105 | Park maintenance | 10/05/2024 | | Bank 1 Current Acco | BACS | Plants | British Garden Centres | S | 110.92 | 20.69 | 131.61 |
| 106 | Electricity (Toilets) | 10/05/2024 | | Bank 1 Current Acco | BACS | Electricity - River Green Toilet | TotalEnergies Gas & Power | L | 43.48 | 2.17 | 45.65 |
| 107 | S137 payments and donations | 10/05/2024 | | Bank 1 Current Acco | BACS | Water Charges - Cemetery | Wave | X | 65.29 | | 65.29 |
| 108 | Water charges | 10/05/2024 | | Bank 1 Current Acco | BACS | Water charges - Roxley Hall | Wave | Z | 228.54 | | 228.54 |
| 109 | Field Maintenance Contract | 10/05/2024 | | Bank 1 Current Acco | BACS | Grounds Maintenance | Norse | S | 1,475.69 | 295.14 | 1,770.83 |
| 110 | Cleaning | 10/05/2024 | | Bank 1 Current Acco | BACS | Cleaning Services | Norwich Cleaning Services | S | 630.24 | 126.05 | 756.29 |
| 110 | Cleaning (Toilets) | 10/05/2024 | | Bank 1 Current Acco | BACS | Cleaning Services | Norwich Cleaning Services | S | 630.24 | 126.05 | 756.29 |
| 110 | Cleaning and cleaning material | 10/05/2024 | | Bank 1 Current Acco | BACS | Cleaning Services | Norwich Cleaning Services | S | 630.24 | 126.05 | 756.29 |
| 111 | Cleaning | 10/05/2024 | | Bank 1 Current Acco | BACS | Waste Bags | Polybags Ltd | S | 144.53 | 28.91 | 173.44 |
| 111 | River Green maintenance | 10/05/2024 | | Bank 1 Current Acco | BACS | Waste Bags | Polybags Ltd | S | 144.53 | 28.91 | 173.44 |
| 111 | Cleaning | 10/05/2024 | | Bank 1 Current Acco | BACS | Waste Bags | Polybags Ltd | S | 144.53 | 28.91 | 173.44 |
| 111 | Cleaning and cleaning material | 10/05/2024 | | Bank 1 Current Acco | BACS | Waste Bags | Polybags Ltd | S | 144.54 | 28.90 | 173.44 |
| 112 | Water rates | 10/05/2024 | | Bank 1 Current Acco | BACS | Water charges - Morse | Wave | X | 90.34 | | 90.34 |
| 113 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Salary | | X | 2,006.05 | | 2,006.05 |
| 114 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Salary | | X | 1,680.07 | | 1,680.07 |
| 115 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Salary | | X | 1,702.67 | | 1,702.67 |
| 116 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Salary | | X | 2,284.27 | | 2,284.27 |
| 117 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Salary | | X | 1,455.92 | | 1,455.92 |
| 118 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Salary | | X | 1,460.78 | | 1,460.78 |
| 119 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Salary | | X | 3,248.59 | | 3,248.59 |
| 120 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Salary | | X | 407.11 | | 407.11 |
| 121 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | tax/nic | HMRC | X | 440.20 | | 440.20 |
| 122 | Employers NIC | 13/05/2024 | | Bank 1 Current Acco | BACS | employers nic | HMRC | X | 264.27 | | 264.27 |
| 123 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | tax/nic | HMRC | X | 259.04 | | 259.04 |
| 124 | Employers NIC | 13/05/2024 | | Bank 1 Current Acco | BACS | employers nic | HMRC | X | 179.47 | | 179.47 |
| 125 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | tax nic | HMRC | X | 236.44 | | 236.44 |

PAYMENTS LIST

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------|------------------------------|------------|--------|---------------------|-----------|------------------------------|-------------------------|----------|--------|--------|--------|
| 126 | Employers NIC | 13/05/2024 | | Bank 1 Current Acco | BACS | employers nic | HMRC | X | 179.47 | | 179.47 |
| 127 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | tax nic | HMRC | X | 500.86 | | 500.86 |
| 128 | Employers NIC | 13/05/2024 | | Bank 1 Current Acco | BACS | employers nic | HMRC | X | 306.46 | | 306.46 |
| 129 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Tax NI | HMRC | X | 170.05 | | 170.05 |
| 130 | Employers NIC | 13/05/2024 | | Bank 1 Current Acco | BACS | Employers NIC | HMRC | X | 133.59 | | 133.59 |
| 131 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Tax NI | HMRC | X | 111.49 | | 111.49 |
| 132 | Employers NIC | 13/05/2024 | | Bank 1 Current Acco | BACS | Employers NIC | HMRC | X | 125.73 | | 125.73 |
| 133 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Tax NI | HMRC | X | 101.80 | | 101.80 |
| 134 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Tax NI | HMRC | X | 595.75 | | 595.75 |
| 135 | Employers NIC | 13/05/2024 | | Bank 1 Current Acco | BACS | Employers NIC | HMRC | X | 464.62 | | 464.62 |
| 136 | Student Loan | 13/05/2024 | | Bank 1 Current Acco | BACS | Student Loan | HMRC | X | 53.00 | | 53.00 |
| 137 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | pension | Norfolk Pension Fund | X | 173.75 | | 173.75 |
| 138 | Pension Employer | 13/05/2024 | | Bank 1 Current Acco | BACS | pension employer | Norfolk Pension Fund | X | 614.79 | | 614.79 |
| 139 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | pension | Norfolk Pension Fund | X | 119.39 | | 119.39 |
| 140 | Pension Employer | 13/05/2024 | | Bank 1 Current Acco | BACS | pension employer | Norfolk Pension Fund | X | 473.46 | | 473.46 |
| 141 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | pension | Norfolk Pension Fund | X | 119.39 | | 119.39 |
| 142 | Pension Employer | 13/05/2024 | | Bank 1 Current Acco | BACS | employers pension | Norfolk Pension Fund | X | 473.46 | | 473.46 |
| 143 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | pension | Norfolk Pension Fund | X | 193.62 | | 193.62 |
| 144 | Pension Employer | 13/05/2024 | | Bank 1 Current Acco | BACS | employers pension | Norfolk Pension Fund | X | 685.11 | | 685.11 |
| 145 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Pension | Norfolk Pension Fund | X | 96.81 | | 96.81 |
| 146 | Employers Pension | 13/05/2024 | | Bank 1 Current Acco | BACS | Employers Pension | Norfolk Pension Fund | X | 383.89 | | 383.89 |
| 147 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Pension | Norfolk Pension Fund | X | 100.11 | | 100.11 |
| 148 | Pension Employer | 13/05/2024 | | Bank 1 Current Acco | BACS | Employers Pension | Norfolk Pension Fund | X | 397.00 | | 397.00 |
| 149 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Pension | Norfolk Pension Fund | X | 29.62 | | 29.62 |
| 150 | Employers Pension | 13/05/2024 | | Bank 1 Current Acco | BACS | Employers Pension | Norfolk Pension Fund | X | 123.86 | | 123.86 |
| 151 | Salary | 13/05/2024 | | Bank 1 Current Acco | BACS | Pension | Norfolk Pension Fund | X | 280.49 | | 280.49 |
| 152 | Pension Employer | 13/05/2024 | | Bank 1 Current Acco | BACS | Employers Pension | Norfolk Pension Fund | X | 948.71 | | 948.71 |
| 153 | Gas | 02/05/2024 | | Bank 1 Current Acco | DD | Gas - Morse Pavilion | SSE | L | 151.30 | 7.57 | 158.87 |
| 154 | Equipment Hire | 07/05/2024 | | Bank 1 Current Acco | DD | Lease payment | Novuna Business Finance | S | 654.00 | 130.80 | 784.80 |
| 155 | Electricity | 13/05/2024 | | Bank 1 Current Acco | BACS | Electricity - River Green | British Gas | L | 1.30 | 0.06 | 1.36 |
| 156 | Electricity | 13/05/2024 | | Bank 1 Current Acco | DD | Electricity - Morse Pavilion | SSE | L | 234.66 | 11.73 | 246.39 |
| 157 | Fuel | 14/05/2024 | | Bank 1 Current Acco | DD | Fuel | Fuel Genie | S | 196.41 | 39.27 | 235.68 |
| 157 | Fuel & machinery maintenance | 14/05/2024 | | Bank 1 Current Acco | DD | Fuel | Fuel Genie | S | 71.85 | 14.36 | 86.21 |
| 158 | Audit | 16/05/2024 | | Bank 1 Current Acco | BACS | Internal Audit | Mr R Canwell | X | 135.00 | | 135.00 |
| 159 | Maintenance contract | 16/05/2024 | | Bank 1 Current Acco | BACS | Streetlighting Contract | Cozens UK Ltd | S | 400.00 | 80.00 | 480.00 |

Thorpe St Andrew Town Council

29 May 2024 (2024-2025)

PAYMENTS LIST

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------|--------------------------|------------|--------|---------------------|-------------|------------------------------|----------------------------|----------|----------|--------|----------|
| 160 | Electricity | 16/05/2024 | | Bank 1 Current Acco | BACS | Electricity - River Green | E.on | L | 157.53 | 7.88 | 165.41 |
| 161 | Legal charges | 16/05/2024 | | Bank 1 Current Acco | BACS | Legal fees | Norfolk County Council | S | 269.40 | 53.88 | 323.28 |
| 162 | Energy charge | 16/05/2024 | | Bank 1 Current Acco | BACS | Streetlighting Energy Charge | TotalEnergies Gas & Power | S | 4,430.34 | 886.06 | 5,316.40 |
| 163 | Park maintenance | 16/05/2024 | | Bank 1 Current Acco | BACS | Bedding plants | Taverham Nursery Centre | Z | 148.22 | | 148.22 |
| 163 | Repairs and maintenance | 16/05/2024 | | Bank 1 Current Acco | BACS | Bedding plants | Taverham Nursery Centre | S | 150.59 | 30.13 | 180.72 |
| 164 | Subscriptions | 15/05/2024 | | Bank 1 Current Acco | Credit Card | Adobe Subscription | Adobe | S | 16.64 | 3.33 | 19.97 |
| 164 | Subscriptions | 15/05/2024 | | Bank 1 Current Acco | Credit Card | Adobe Subscription | Adobe | X | 26.49 | | 26.49 |
| 165 | Roxley Hall | 15/05/2024 | | Bank 1 Current Acco | Credit Card | Refund overpayment | Instanta | S | -139.15 | -27.83 | -166.98 |
| 166 | Stationery | 15/05/2024 | | Bank 1 Current Acco | Credit Card | Miscellaneous | Amazon | S | 3.50 | 0.70 | 4.20 |
| 166 | Town Hall | 15/05/2024 | | Bank 1 Current Acco | Credit Card | Miscellaneous | Amazon | E | 9.99 | | 9.99 |
| 166 | Morse Pavilion | 15/05/2024 | | Bank 1 Current Acco | Credit Card | Miscellaneous | Amazon | E | 10.00 | | 10.00 |
| 167 | Commemorative Events | 15/05/2024 | | Bank 1 Current Acco | Credit Card | Flags | Newton Newton Flags Ltd | S | 62.00 | 12.40 | 74.40 |
| 168 | Sales | 15/05/2024 | | Bank 1 Current Acco | Credit Card | Facebook Advertising | Facebook Ads | X | 15.11 | | 15.11 |
| 169 | Stationery | 15/05/2024 | | Bank 1 Current Acco | Credit Card | Paper | Amazon | S | 18.32 | 3.67 | 21.99 |
| 170 | Telephone | 15/05/2024 | | Bank 1 Current Acco | Credit Card | Microsoft Teams | Microsoft | E | 19.68 | | 19.68 |
| 170 | Telephone | 15/05/2024 | | Bank 1 Current Acco | Credit Card | Microsoft Teams | Microsoft | E | 24.60 | | 24.60 |
| 171 | Training and H & S | 15/05/2024 | | Bank 1 Current Acco | Credit Card | Training Course | Virtual College | S | 290.00 | 58.00 | 348.00 |
| 172 | Postage | 15/05/2024 | | Bank 1 Current Acco | Credit Card | Postage | Royal Mail | E | 4.19 | | 4.19 |
| 173 | Telephone | 15/05/2024 | | Bank 1 Current Acco | Credit Card | WiFi | Voxi | X | 20.00 | | 20.00 |
| 173 | Telephone | 15/05/2024 | | Bank 1 Current Acco | Credit Card | WiFi | Voxi | X | 20.00 | | 20.00 |
| 174 | Gas | 16/05/2024 | | Bank 1 Current Acco | DD | Gas - Morse Pavilion | SSE | L | 119.53 | 5.98 | 125.51 |
| 175 | Telephone | 22/05/2024 | | Bank 1 Current Acco | DD | Barrier line rental | Wireless Logic Ltd | S | 4.32 | 0.86 | 5.18 |
| 176 | Cleaning bus shelters | 24/05/2024 | | Bank 1 Current Acco | BACS | Cleaning bus shelters | Mr R Marmoy | X | 145.00 | | 145.00 |
| 177 | Bottle Bank | 24/05/2024 | | Bank 1 Current Acco | DD | Bottle bank | URM UK | S | 32.40 | 6.48 | 38.88 |
| 178 | WiFi | 24/05/2024 | | Bank 1 Current Acco | BACS | WiFi | Virgin Media Business | S | 39.00 | 7.80 | 46.80 |
| 179 | Uniform | 24/05/2024 | | Bank 1 Current Acco | BACS | Uniform/Sundries | DD Health & Safety Supplie | S | 26.29 | 5.26 | 31.55 |
| 179 | Health & Safety | 24/05/2024 | | Bank 1 Current Acco | BACS | Uniform/Sundries | DD Health & Safety Supplie | S | 22.20 | 4.44 | 26.64 |
| 180 | Park maintenance | 24/05/2024 | | Bank 1 Current Acco | BACS | Compost & Topsoil | Baileys of Norfolk | S | 166.00 | 33.20 | 199.20 |
| 181 | River Green Lights | 24/05/2024 | | Bank 1 Current Acco | BACS | Loan Payment | Public Works Loan Board | X | 1,783.14 | | 1,783.14 |
| 182 | Town Hall | 24/05/2024 | | Bank 1 Current Acco | BACS | Bin Cleaning | ComBin Ltd | S | 135.00 | 27.00 | 162.00 |
| 182 | Morse Pavilion | 24/05/2024 | | Bank 1 Current Acco | BACS | Bin Cleaning | ComBin Ltd | S | 135.00 | 27.00 | 162.00 |
| 183 | Vehicle Maintenance | 24/05/2024 | | Bank 1 Current Acco | BACS | Replacement Tyres | Electric Wheels | S | 607.00 | 121.40 | 728.40 |
| 184 | Tennis Court Maintenance | 24/05/2024 | | Bank 1 Current Acco | BACS | Signage | Imprint Signs & Graphics | S | 51.96 | 10.39 | 62.35 |
| 185 | Telephone | 28/05/2024 | | Bank 1 Current Acco | DD | Mobile Telephones | Three | S | 12.18 | 2.44 | 14.62 |
| 185 | Telephone | 28/05/2024 | | Bank 1 Current Acco | DD | Mobile Telephones | Three | S | 24.36 | 4.87 | 29.23 |

Thorpe St Andrew Town Council
PAYMENTS LIST

29 May 2024 (2024-2025)

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------|-------------------------|------------|--------|---------------------|-----------|------------------|-------------|----------|-----------|----------|-----------|
| 186 | Bank charges | 28/05/2024 | | Bank 1 Current Acco | DD | Bank charges | LLoyds Bank | E | 7.00 | | 7.00 |
| 187 | Wheeled/litter/dog bins | 29/05/2024 | | Bank 1 Deposit Acco | DD | Commercial Waste | Veolia | S | 148.99 | 29.80 | 178.79 |
| 187 | Wheeled/litter/dog bins | 29/05/2024 | | Bank 1 Deposit Acco | DD | Commercial Waste | Veolia | S | 196.11 | 39.22 | 235.33 |
| Total | | | | | | | | | 68,607.83 | 6,430.11 | 75,037.94 |

Thorpe St Andrew Town Council

Prepared by: Rachel McCarthy RFO
Name and Role (Clerk/RFO etc)

Date: 29/05/24

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

Date: _____

| | | | |
|------------------------------------------|-----------------------------------------------------|------------|-------------------|
| Bank Reconciliation at 29/05/2024 | | | |
| A | Cash in Hand 01/04/2024 | | 389,619.49 |
| | ADD Receipts 01/04/2024 - 29/05/2024 | | 359,797.38 |
| | | | 749,416.87 |
| | SUBTRACT Payments 01/04/2024 - 29/05/2024 | | 134,301.59 |
| | Cash in Hand 29/05/2024 (per Cash Book) | | 615,115.28 |
| B | Cash in hand per Bank Statements | | |
| | Petty Cash | 29/05/2024 | 100.00 |
| | Bank 1 Current Account | 29/05/2024 | 30,484.45 |
| | Bank 1 Deposit Account | 29/05/2024 | 528,407.95 |
| | Bank 2 Capital Account | 29/05/2024 | 56,122.88 |
| | | | 615,115.28 |
| | Less unrepresented payments | | |
| | | | 615,115.28 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 615,115.28 |
| | A = B Checks out OK | | |

Annual Internal Audit Report 2023/24

THORPE ST ANDREW TOWN COUNCIL

www.thorpestandrew-tc.gov.uk

During the financial year ended 31 March 2024, 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 2023/24 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Asset and investments registers were complete and accurate and properly maintained. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Periodic bank account reconciliations were properly carried out during the year. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered") | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

14/5/2024

Name of person who carried out the internal audit

ROGER F. CANWELL

Signature of person who carried out the internal audit



Date

14/5/2024

*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 2023/24

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 2024, 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:

and recorded as minute reference:

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

Chair

Clerk

www.thorpestandrew-tc.gov.uk

Section 2 – Accounting Statements 2023/24 for

THORPE ST ANDREW TOWN COUNCIL.

| | Year ending | | Notes and guidance |
|-------------------------------------------------------------|-----------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 31 March 2023 £ | 31 March 2024 £ | |
| 1. Balances brought forward | 362 279 | 400 737 | <i>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.</i> |
| 2. (+) Precept or Rates and Levies | 534 569 | 550 654 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 220 811 | 136 814 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | (254 404) | (291 693) | <i>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.</i> |
| 5. (-) Loan interest/capital repayments | (25 622) | (26 806) | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | (436 895) | (358 625) | <i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | 400 737 | 411 081 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 373 158 | 389 619 | <i>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.</i> |
| 9. Total fixed assets plus long term investments and assets | 3 629 899 | 3 535 030 | <i>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.</i> |
| 10. Total borrowings | 275 677 | 255 868 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |

| For Local Councils Only | Yes | No | N/A | |
|------------------------------------------------------------|-----|----|-----|----------------------------------------------------------------------------------------------------------------------|
| 11a. Disclosure note re Trust funds (including charitable) | | | | <i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i> |
| 11b. Disclosure note re Trust funds (including charitable) | | | ✓ | <i>The figures in the accounting statements above exclude any Trust transactions.</i> |

I certify that for the year ended 31 March 2024 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 23/05/2024

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

as recorded in minute reference:

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

QUOTE A

Date: 9th May 2024

For the attention of: Jason Calver
Norwich
Norfolk
NR7 0XQ

Dear Jason,

Re: New Agricultural Kit Building to BS5502:2 (euro code 3)

Further to your enquiry for the above project, we are pleased to confirm our estimation as attached.

Specification & Estimation - See Attached:

Our Estimation is based on the following:

- Current material price subject to notified increases from our suppliers.
- Normal working hours Monday to Friday.
- All quotations valid for 7 days from above date & subject to requote, unless otherwise stated – Due to increases in steel prices & materials.
- Price quoted held at time of order being placed & deposit received.
- Quotations subject to drawings / calculations provided by customer.
- Customer will be responsible for removal of rubbish from site.
- All our work is guaranteed for 5 years.
- All prices are subject to VAT @ current rate.
- Customer to provide off loading facilities when building is delivered (supply only), All deliveries are made on Artic lorry any smaller requirements may incur extra costs.
- Subject to our Terms & Conditions of sale see website for full details.

Conditions of Sale:

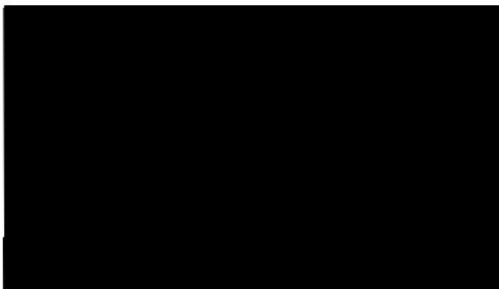
Payment is to be:

Supply only: 40% upon order 60% before delivery.

Supply & Erect: 40% upon order, 50% before delivery & 10% upon completion.

We hope you find this estimation favourable & we look forward to receiving your further instructions in due course, if however, you have any queries please do not hesitate to contact us.

Assuring you of our closest attention at all times.



Steel Frame Building 15.00m x 8.00m x 5.00m

| | | |
|--------------------|----------------------------------|-----------------|
| Length: | 15.00m | overall steel |
| Span: | 8.00m | overall steel |
| Height: | 5.00m | to top of eaves |
| Bases: | 300mm below finished floor level | |
| Roof Pitch: | 15degrees | |
| Bay Sizes: | 5.00m | |

Structure Specification

| | |
|--------------------------|--------------------------|
| Columns: | 203 x 133 x 30 UB |
| Rafters: | 203 x 133 x 25 UB |
| Gable Columns: | 203 x 133 x 25 UB |
| Roof Bracing: | 88.9 x 3 dia CHS |
| Side Bracing: | 88.9 x 3 dia CHS |
| Eaves Beams: | 200 Galvanized M beam |
| Purlins: | 175 Galvanized Z purlins |
| Steelwork Finish: | Painted |

Steel sizes confirmed on order & calculation.

Ancillaries.

- **Roof:**
To be Juniper Green .7mm box profile plastisol sheeting complete with matching flashing, Closed Ridge, 10% GRP Sky Lights.
- **Sides:**
To be Juniper Green .5mm reverse box profile sheeting hung from Steel C Section to finished floor level to all sides excluding doorways.
- **Gutters:**
To have Galvanized folded metal gutter system complete with down pipes to finished floor level.
- **Doors:**
To supply 1 x 4.00m x 4.00m Galvanized Single Phase Roller Shutter Door & 1 x Steel security personnel door positions to be decided.

Price per Building:

| | |
|-----------------------|----------------------|
| Building Cost: | £21000.00 |
| Delivery: | £750.00 |
| Total EX Vat: | £21750.00+vat |

Footings if required:

- Excavate footings 1m3 to each column spoil to remain on site.
- Supply and set in holding down bolts in concrete.
- To include all materials, machinery & labour required

| | |
|---------------|------------------------|
| Price: | £4000.00+vat ** |
|---------------|------------------------|

Erection if required:

- Erect Building on above footings to include all machinery & labour required
- Customer will be responsible for removal of rubbish from site.

| | |
|---------------|------------------------|
| Price: | £9000.00+vat ** |
|---------------|------------------------|

**** Subject to Site Visit**

Agricultural • Equestrian • Industrial

Steel Framed Buildings

What we offer

- Agricultural buildings
- Industrial units
- Sports centres & golfing ranges
- Equestrian buildings & schools
- Workshops
- Storage units
- Maintenance buildings
- Manufacturing units
- Marine buildings

Why choose us?

- Our 5 year guarantee
- Planning permission advice
- Our service from foundations through to fit
- Our fully qualified installation team
- Our 'Good Honest Pricing'
- Good advice! We get you the best solutions for your needs

Every Steel building, whether Industrial or Agricultural, custom designed to your requirements

Finance
Options Now
Available

For our latest
offers find us on
social media

QUOTE B

| | | |
|----------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------------------------|
| Quotation Ref Number: 240314130443 | Date: 14/03/2024 | Quote Validity: 30 Days |
| Customer Name: Jason Calver | Customer Email: jason.calver@thorpestandrew-tc.gov.uk | Customer Contact: 07864 623236 |
| Customer Address: Email Only | | Delivery Address: NR7 0XQ (Customer to confirm full address) |

Your Building Specifications:

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Framing: Made from cold rolled Cee-section columns and rafters. All Purlins used are Top-hat sections . (Improved strength over zed purlins) | All framework is hot dipped galvanised steel to BS EN 10346:2009 Fe E390G-Z275 . The sections are designed to BS EN 1993-1-3:2006 using a combination of rational analysis and component testing. |
| Wall Detail: 24mm Box Profile Wall Cladding, Single Skin. Plastisol coated steel sheeting. | Colour: Juniper Green – BS No. 12B29 (Please see website for colour chart) |
| Roof Detail: 30mm Box Profile Roof Cladding, Single Skin. Plastisol coated steel sheeting. 10 degrees pitch with anti-condensation barrier and skylights. | Colour: Juniper Green – BS No. 12B29 (Please see website for colour chart) |
| Doors: 2x 3000mm x 3000mm Chain Operated Roller Door (Juniper Green) 1x Multi-Point Locking Secure Personnel Access Door (Juniper Green) (Hinged on Right Side) 1x Multi-Point Locking Secure Fire Door (Juniper Green) (Hinged on Right Side) | Windows: N/A |
| Rainwater Goods: Guttering & Downpipes - Galvanised Steel hot dipped in Plastisol coating, Juniper Green. All Base, Eaves & Ridge Fillers Included. | Fixings: All necessary screws (coloured cap-less finishing screws), bolt sets, masonry anchors, screw caps, brackets required to erect this building are supplied. |

Your Building Dimensions:

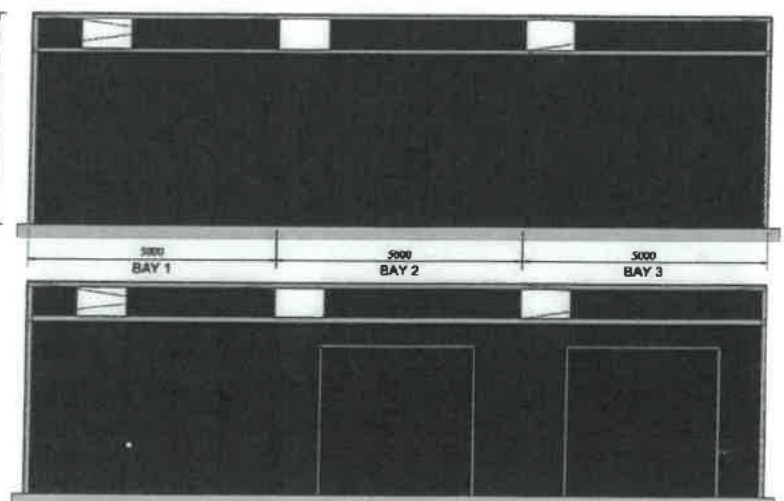
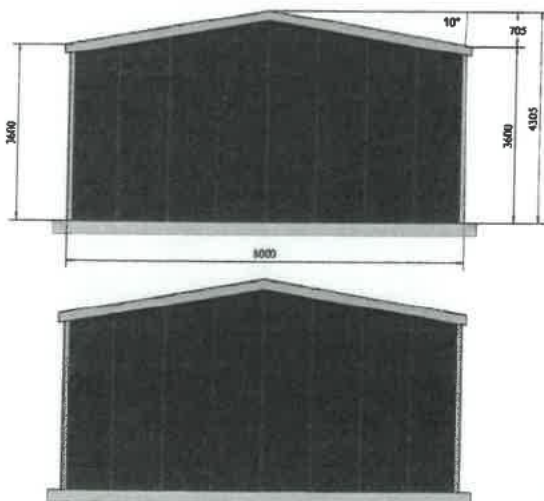
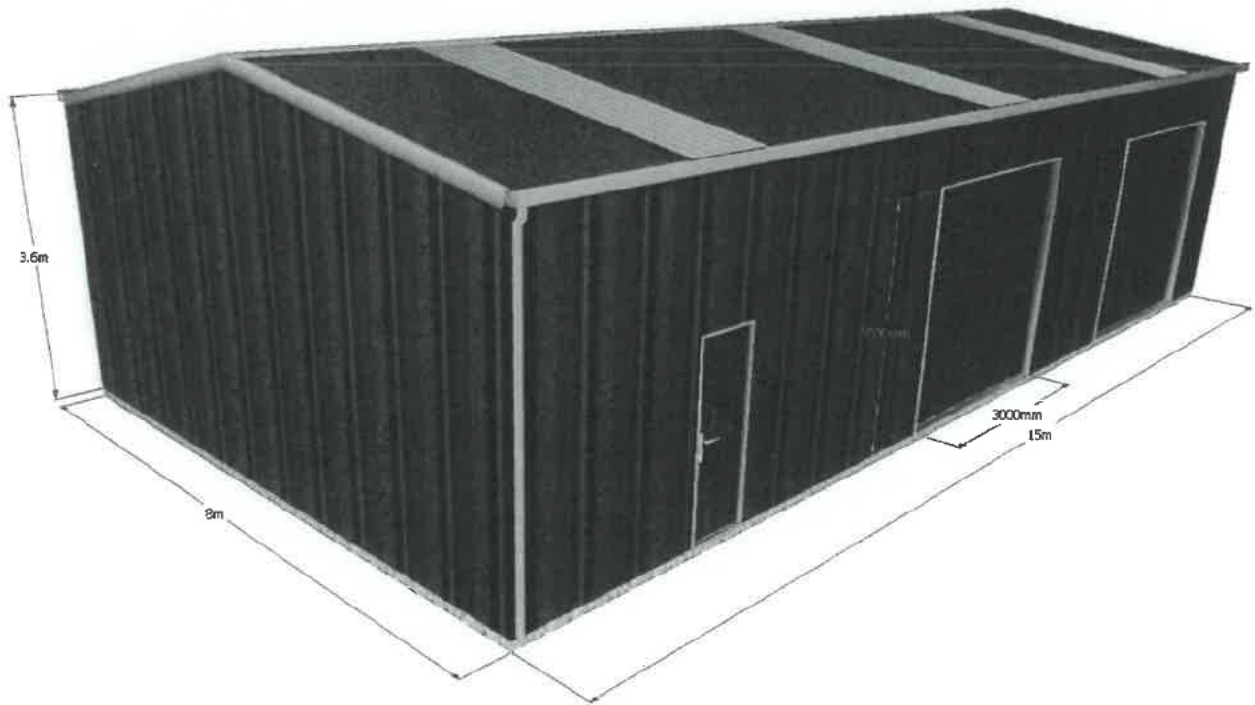
Sizes: 8m x 15m x 3.6m to eaves with a 10 degrees pitch roof.
Style of Building: Single Skin Building with 2x Roller Doors, 1x PA Door & 1x Fire Door.

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Erection Cost: £5,755.00 <i>(Invoiced on Completion)</i> <small>Please Note: Installation method using step ladder access. If step ladders are not accepted on site, cost of access hire would be added to installation fee, please advise.</small> Estimated Base Installation Cost: Please Call | Supply Only: £23,775.00 All prices are exclusive of VAT. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|

Additional Information:

- 1) **Quotation Includes Delivery**
- 2) **As above with 40mm Insulated roof:**
Supply = £27,330.00 & Erection Fee = £6,845.00
- 3) **As above with 40mm Insulated walls & roof:**
Supply = £31,630.00 & Erection Fee = £7,925.00

Representational Drawings & Illustrations

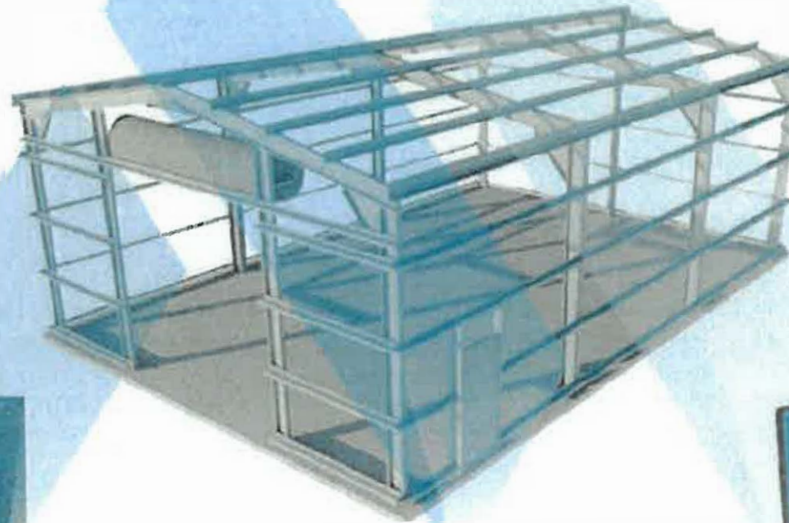




**Efficiently Designed
Portal Frames; Fit For
Their Environment**



**Strong, Precisely Sized,
Bolted Connections**

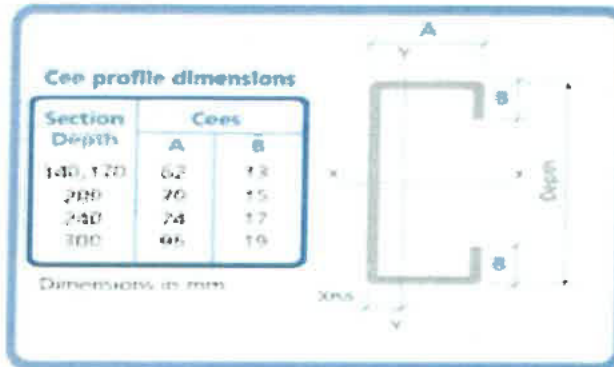


**Heavy-Duty 6mm
Thick Base Cleats**



**Fully Designed And
Quoted By In-House
Team**

Cold Rolled 'C' Sections



Cold rolled steel sections are incredibly strong for their weight. This means the combination of cold-rolled steel and portal frame methodology allows relatively small steel sections to span long distances.

This reduces the cost of materials and due to the reduction in weight compared to traditional construction, lifting equipment is kept to a

minimum, resulting in shorter construction times and reduced erection costs.

Cold rolled steel profiles can be stacked into very compact loads. This allows a large building to be transported in a small package, significantly reducing transportation costs. All cold rolled steel sections are cut-to-length with punchings predetermined by our in-house design software; effectively providing your steel building in kit form.

All cold rolled sections are fully galvanised as standard ensuring excellent durability at no extra cost. The galvanising works like a protective, sacrificial coating which will keep your frame from rusting in the elements. This will ensure your building stands the tests of time



Why a parkrun at Fitzmaurice Park

- There are **over 20 parkuns in Norfolk** attracting 1000s of runners, walkers and volunteers every week, and enhancing quality of life. This is a chance for Thorpe St Andrew to be part of this success story.
A parkrun In Fitzmaurice Park would encourage more people from the **local community** to use the park. A local mobile coffee shop could even be set up during the event.
- Dussindale does not have a high street or local community shops, so locals do not have many opportunities to meet spontaneously. This would be a **regular event** open to everyone without charge for one hour every Saturday.
- It would encourage local people to **exercise**. We know Thorpe has an **ageing population** so this is particularly important for our area. As well as physical health, parkrun has been proven to boost **mental health**.
- Parkrun supports Alzheimer's Research UK and has raised more than £2 million for dementia research. Thorpe has a successful **dementia** support charity, so a parkrun based in Thorpe St. Andrew will be a perfect fit. Parkrun also supports Mind and Macmillan Cancer Support.
- Once up and running, there is **no cost in maintaining** parkrun. In short, it is an extremely **efficient and cost-effective** way of benefiting the community over the long term.

Potential Hurdles & Solutions

- **Other Park users** – We have devised a route with minimal disruption to other users; we are only planning on using the upper part of the park with this in mind. Crucially it is only for **one hour every week** and other park users, dog walkers etc. can still use the park while it is happening.
- **Parking** – We feel Fitzmaurice Park would be better for a parkrun than Sir George Morse Park because the parking in the Pavillion and along Pound Lane is unlikely to disturb local people as much as parking along Laundry Lane. Furthermore, Fitzmaurice Park does not have football on Saturday mornings which could be a problem at Sir George Morse Park. On our advertised parkrun web page, we would direct people to the car park inside Fitzmaurice Park and then along Pound Lane if that is full. In any event, although some people will probably come from further afield, we are wanting this to be a parkrun mostly for local people and will encourage people to leave cars at home if possible. The American Football manages with their parking even though it lasts all afternoon.
- **Toilets** – We would need to have access to the Pavilion so a toilet could be used during the event and have discussed this with ground-staff.
- **Storage** – Parkrun requires signage etc. so we would need to have access to a cupboard in the pavilion.
- **Other events in the Park**– We can easily suspend parkrun on an ad hoc basis for events such as fireworks and St. George's Day. If needed, we can stop for more than one week.
- **Condition of ground** – We have talked to Thorpe St Andrew Ground staff and they are confident we can cope with this initiative. Parkrun will allow us to vary the route if the ground becomes damaged.



Michelle Barron,
Town Clerk, Thorpe St Andrew Town Council,
Fitzmaurice Park,
Pound Lane,
Norwich NR7 0UL

21st May 2024

parkrun

parkrun (<https://www.parkrun.org.uk>) is a free, community event where people can walk, jog, run, volunteer or spectate. There are hundreds of parkrun events around the country: each one is completely free to take part in. Each course is 5k in length and the events take place every Saturday morning at 9am. They are organised entirely by community volunteers. They are a brilliant opportunity for people to be active, fit, and healthy in their communities. Crucially, parkrun events are not races: they are all about participating for health and enjoyment and people can walk, jog or run the 5k course at whatever pace they like.

There are already 21 very successful 5k parkrun events all over Norfolk. In Norwich, there are parkrun events in Eaton Park, Sloughbottom Park, Catton Park, and at the UEA (Colney Lane parkrun). They are tremendously popular: on Saturday 18th May 2024, across the four Norwich parkrun events, 1531 people of all ages and abilities completed one of the 5k courses, with a further 153 people volunteering. Virtually everyone who takes part completes the event in under one hour, but there is no time limit.

A parkrun in Fitzmaurice Park would build on that success and help people of all ages get active, with huge physical and mental health benefits:

- It can help inactive people to become physically active in a friendly, positive environment.
- There are documented benefits of parkrun for people with a range of long-term physical and mental health conditions.
- It can provide great opportunities for people struggling with their mental health to be active and social in a supportive and welcoming event, either through walking/running or volunteering
- There is also research that shows parkrun engages traditionally under-represented populations in physical activity.
- It can facilitate social connection for people who are lonely.

info@parkrun.com
www.parkrun.com

www.parkrun.com



parkrun

The physical and mental health benefits of parkrun have been shown repeatedly in qualitative and quantitative research.

Here's a link to the open access collection of research papers on parkrun's benefits, published by the Advanced Wellbeing Research Centre at Sheffield Hallam University:

<https://awrcparkrunresearch.wordpress.com/wp-content/uploads/2023/06/parkrun-research-board-virtual-article-collection-july-2023-4.pdf>

There is also something called the 'parkrun practice initiative' that parkrun organises in conjunction with the Royal College of General Practitioners. It links GPs' surgeries to their local parkrun event and helps doctors to direct patients towards parkrun as a means of improving their physical and mental health: <https://elearning.rcgp.org.uk/course/view.php?id=723>

parkrun events take place every Saturday, but we recognise that parkrun events sometimes need to be cancelled so that other community events can take place in the park. For example, Blickling parkrun at Blickling Hall takes place on most Saturdays through the year, but does not take place when the National Trust site hosts large concerts in the summer. I understand that Fitzmaurice Park hosts some events (such as an annual fireworks display) and parkrun would simply be cancelled for those days if needs be.

Each parkrun event needs to raise a start-up fee of £4800, but beyond that there are virtually no costs associated with putting on the event each week.

Fitzmaurice Park provides an exciting opportunity to host another successful parkrun event, delivering a range of benefits to the residents of Thorpe St Andrews and surrounding areas.

I hope that I've given you a flavour of what parkrun is and the benefits that it can bring to a community. Please do let me know if you have any questions.

Best wishes,

[Redacted signature]

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