

## Thorpe St Andrew Town Council Meeting

### Minutes of the meeting held on 4<sup>th</sup> January 2016

171	<b>Present:</b>	Mr J Ward (Town Mayor)	Mr I Mackie
		Mr J Fisher	Mr P Berry
		Miss S Lawn	Mr R Robson
		Mrs T Mancini Boyle	Mr N Hancock
		Mr D Sears	Mrs J Fisher
		Mr M Pickess	Mr J Emsell
		Mr F Bowe	

**Apologies:** Mr N Shaw, Mr R Wooden, Mr L Reeves

**In attendance:** Mr T. Foreman (Town Clerk), Mr L Powell (Archant) and 6 members of the public.

172 **Declarations of interest in items on the agenda.**  
None

173 **To confirm the minutes of the Town Council meeting held on 7<sup>th</sup> December 2015**  
The minutes of the meeting held on 7<sup>th</sup> December 2015 were agreed and signed as a true record.

174 **Announcements (For information only)**  
To receive announcements from  
(i) The Town Mayor- The Town Mayor provided an update on his activities for the previous month, including attending the Safer Neighbourhood Action Panel, the Thorpe St Andrew High School Carol Service, the Farmers Market on the 18<sup>th</sup> December 2015, as well as hosting a festive gathering for Town Councillors and Council staff.  
  
(ii) The Clerk- The Clerk updates the Council on notices and activities arising from the previous month. It was explained that an extension had been agreed until early February for the Town Council office planning permission decision while a statutory consultee is given the opportunity to respond. Furthermore the details of the Broadland District Council Overview and Scrutiny consultation and the Police and Crime Commissioner Precept consultation were given.

175 **Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 mins each** The Meeting was suspended following a proposal from Mr J Ward, seconded by Mr I Mackie.  
**(i) Norfolk Constabulary-** A PCSO from the Safer Neighbourhood Team provided an update on the crime statistics for Thorpe St Andrew. The Town Council gave its thanks for a comprehensive report.

**(ii) County and District Councillors** – For the County Council, Mr I Mackie provided an overview of the County Council budget process and explained that a draft opposition budget was also being prepared. Mr I Mackie also asked for congratulations to be passed the Head of Thorpe St Andrew High School for his inclusion in the New Year Honours list. The District Council report of Mr J Ward provided information about the PREVENT presentation in anti-terrorism which District Councillor received. Broadland District Council are also giving 80% of business rates for small day care nurseries and community interest companies. For the County Mr Ward reported that Social Services had a busier than usual festive period and that the budget consultation for 2016/17 was due to finish on 14<sup>th</sup> January 2016, to date 900 responses had been received.

**(iii) Members of the public-**Mr M Martins spoke on item 180 in support of the Thorpe History Group suggestion that the road of the former Norwich Camping Site be renamed Janet E Smith Close, in dedication to resident Janet E Smith who died in February 2015 with standing room only at the funeral. Mr Martins also mentioned Anglia News interviewing the Broads

Authority with regard to the Thorpe Island planning dispute. Mr Martins suggested that as a democratically elected body, the Town Council should give an interview in support of the Broads Authority. Mr T Foreman explained that the Broads Authority was the responsible body for planning enforcement and therefore it would be their responsibility to discuss the case with the media.

Three members of the public spoke with regard to item 184 Postal Services to River Green. Mr T Foreman explained that two residents had asked for the Town Council to consider removing the post box currently on River Green used for postal delivery for the residential boats on the River Green section of Thorpe Island.

The members of the public spoke in support of the box which provides a much needed service to the boats and the bungalow on Thorpe Island. They explained that they felt this was an attempt by residents to 'squeeze' the boat owners away from the area and that the post box should remain in place. Mr N Hancock thanked the members of the public for their comments and gave reassurance that no decision had been made and it would be considered during the meeting.

Mr O Palotai gave praise for the work of the Town Council staff over the previous year and spoke on agenda item 179 Village Hall update and Inclusion of Additional Works. Mr Palotai explained that he had put a request to the Town Clerk as part of this agenda item and hoped that it would be looked upon favourably by the Town Council.

**176 Finance**

- (i) Payments List: Voucher numbers 816-904 totalling £31,265.76 were noted.
- (ii) Bank Reconciliation Statement was agreed and signed as a true record.

**177 (i) Town Amenities Officer's Report-None  
(ii) Tree Wardens Report- None**

**178 Draft Minutes of Committee Meetings.**

- (i) Plans Meeting 14<sup>th</sup> December 2015 were agreed and signed as a true record

**179 Village Hall Update and Inclusion of Additional Works**

Mr T Foreman gave an update on the Village Hall project, explaining that it was anticipated an underspend would be generated, but the final figures from the contractor have yet to be received, there is also a 2.5% retention to be held for 6 months after completion for any defects. Two proposals for additional works were considered by the Town Council, firstly for window film to be fitted in place of curtains, secondly the installation of CCTV alongside internet and telephone for remote access to the cameras.

The Town Council discussed the fitting of window film in place of curtains. Mr I Mackie explained that this a similar decision had been required at the Fitzmaurice Pavilion due to the condition of the curtains and that the window film had given a good result. Miss S Lawn asked which windows would be covered. Mr T Foreman suggested it be the rear and front windows with either reflective film or opaque film depending on the need. It was proposed by Miss S Lawn, seconded by Mrs T Mancini-Boyle and on a show of hands with all in favour **RESOLVED** that window film be fitted to the Village Hall windows at a cost not to exceed £400 plus VAT.

The installation of CCTV was then considered by the Council. Mr J Emsell gave support to the idea, as the other Town Council buildings had CCTV installed, it was felt that Village Hall should also have cameras due to the recent large investment in refurbishing the hall. Mr R Robson explained that remote monitoring from the Town Council office of all the buildings was a good idea. It was proposed by Mr R Robson, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** that the installation of CCTV proceed at an estimated cost of £1,100-1,200 plus VAT. Mr T Foreman explained that the £100 variation in cost was dependant on the need for an additional camera in the kitchen.

Mr T Foreman explained that for the CCTV to be remotely monitored, internet would need to be connected at the Village Hall. Miss S Lawn stated that the newly refurbished hall may attract business users for meetings and as such internet would be a key facility to draw greater business. The Town council also felt that an autodial emergency phone in the Village Hall would be beneficial to users. It was proposed by John Fisher, seconded by Mr J Ward

and on a show of hands with all in favour **RESOLVED** to proceed with the installation of internet and telephone at the Village Hall.

The request made to the Town clerk by Mr Palotai for Village Hall user groups to be given multiple sets of keys was put before the Town Council. Mr T Foreman provided some background to the issue stating that with the building being suited with security keys and the investment in the building, a minimal number of keys had been issued to users. The current limit was one set of keys per user, however Mr Palotai had requested at least two or three sets as previously the group had around eight sets of keys. Further, it was explained that one football club with 17 teams currently shared 1 set of keys to the Morse Pavilion, demonstrating one set of keys should be sufficient. It was proposed by Mr D Sears, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** that keys to Town Council buildings be limited to one per user group.

**180 Road Naming for New Building off South Hill Road**

The Town Council discussed the proposal made by the Thorpe History Group to suggest the name of Janet E Smith Close to the developers of the land. Mr J Fisher gave support to the name, but suggested the omission of the 'E' as it is unusual to have a single letter as part of a road name. The Town Council discussed the idea of omitting the 'E', and whether Janet Smith Close would be equally as suitable. It was proposed by Mr J Fisher and seconded by Mr R Robson and on a show of hands with all in favour **AGREED** to propose Janet Smith Close to the developer.

**181 Norfolk Wildlife Trust Health and Safety**

The report on the changes to Thorpe Marshes proposed by the Norfolk Wildlife Trust (NWT) was considered by the Council. The report explained that following the tragic drownings in 2015, the NWT was proposing to make the gravel spit inaccessible to pedestrians and swimmers.

There was much discussion about the proposal to prevent access to the spit. It was felt that the gravel spit was not large and is well used and it would be better to prevent swimming from the spit rather than limit pedestrian access. The potential for submerged fencing, signage positioned in the water to prevent vandalism and additional better signage on the spit were proposed as alternatives. The Town Council also felt a formal report from the Health and Safety Executive would be beneficial before action was taken. It was **AGREED** to suggest submerged fencing, signage within the water and better signage to be proposed in place of preventing all pedestrian access.

**182 Age UK donation request**

A letter received from Age UK Norfolk requested funds was considered by the Town Council. The Council felt that donations to support local groups should be given priority, particularly given that there is a separate Age UK Norwich. The Town Council were also concerned the letter was poor quality and wrongly addressed. The Town Council declined the donation request.

**183 Town Council Seal**

Mr T Foreman put forward the request for the Town Council to purchase a Council Seal. It was explained that seals were no longer legally required by local Councils in the majority of circumstance, however for a deed to be signed between a private individual and Council, a Council is required to still use a seal. Given the deed transfer for the encroachment land on Commonwealth Way, it is advisable to purchase the seal which could also be used for sealing the Freeman of the Town awards. It was queried as to whether a change in the Standing Orders would be required. Mr T Foreman explained that there had always been provision in the Standing Orders for a seal, but one had not been purchased. It was proposed by Mr R Robson, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** to procure a Town Council seal.

Mr T Foreman requested that as per the Standing Orders, the Town Council resolve to approve the use of the seal for the deed transfer for the land on the Dussindale Park and Commonwealth Way. Also as per the Standing Orders to resolve the use of the seal on the two Freeman of the Town scrolls.

It was proposed by Mr J Ward, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** for the Town Council seal to be used in sealing the deed transfer for the Dussindale Park encroachment land and also the two Freeman of the Town scrolls.

**184 Postal Services to River Green**

Mr T Foreman gave an oral report explaining that two residents had asked whether the Town Council would remove the post box on River Green currently used by the residential boats and bungalow opposite River Green on Thorpe Island. Mr Foreman explained that was a concern from the residents that once the enforcement on Jenner's Basin had begun, more residential boats would moor opposite River Green creating a restriction in river access and change the appearance of the conservation area. Furthermore the post box is situated close to the proposed World War One memorial plantings.

The Town council discussed the history of the box at some length, believing that the post box itself would neither prevent moorings nor resolve any of the issues on the river. Mr I Mackie explained that it he was not in favour of disenfranchising individuals who relied on postal delivery. Mr J Fisher stated that the box could detract from the memorial and suggested it be moved and located near the public toilet facilities on River Green, but the cost for a new box should not be met by the Town Council. It was proposed by Mr I Mackie, seconded by Mr J Fisher and on a show of hands with all in favour **RESOLVED** that the post box remain in place for the time being, but moved to by the public right of way when the World War One memorial planting is underway. The cost for a new box to be met by those who currently use it.

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

Town Council meeting 1<sup>st</sup> February 2016

Date of next Plans meeting 11<sup>th</sup> January 2016

Date of next Finance & Staff meeting 18<sup>th</sup> January 2016

With no further business the meeting concluded at 21.15

Chairman \_\_\_\_\_

Date \_\_\_\_\_

24<sup>th</sup> January 2016

## **Report from Councillor John Ward**

### **Broadland District Council**

Malcolm Black retired from the Council in December. His Parish Liaison role is taken over by Linda Mockford.

As part of this Council's commitment to its sports champions, athletes in Broadland who are competing at least at regional level can apply for grants of between £125 and £1000. Details at:- [http://www.broadland.gov.uk/council\\_and\\_democracy/570.asp](http://www.broadland.gov.uk/council_and_democracy/570.asp)

The Broadland Handyperson+ Service has had a successful first year and it was agreed by Cabinet to extend this for a further year.

### **Norfolk County Council**

Candidates are being sought for the next Youth Parliament elections which will take place wk comm. 14<sup>th</sup> March. Details at [www.norfolk.gov.uk/youthparliament](http://www.norfolk.gov.uk/youthparliament)

A £3m City improvement scheme over the next 3 months will see road closures on Rouen Road and lanes closed on Golden Ball St as work gets underway to make Golden Ball St. two way and later this year general traffic will be removed from Westlegate, All Saints Green and Red Lion St.

Plumstead Road will be closed for up to 18 days from 22<sup>nd</sup> February from the railway crossing to the junction of Broad Lane to allow for works relating to the the Northern Distributor Road.

On Thursday 17<sup>th</sup> March at 6.30pm at County Hall, there will be a Local Authority Forum to give updates on the NDR and to hear any related community issues.

A new exhibition, inspired by Cressida Cowell's "How to train your dragon" books, has just opened at Norwich Castle.

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## Thorpe St Andrew Town Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
905	Village Hall Loan	29/12/2015		Bank 1 Deposit Ac	dd	Loan Payment	Public Works Loan Boan	X	11,333.24	0.00	11,333.24
906	Wheeled/litter/dog bins	29/12/2015		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	43.44	8.69	52.13
907	Wheeled/litter/dog bins	29/12/2015		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	43.44	8.69	52.13
908	Vehicle lease	29/12/2015		Bank 1 Current Ac	dd	Lease payment	Bussey & Sabberton	S	277.48	55.50	332.98
909	Bank charges	30/12/2015		Bank 1 Current Ac	dd	Bank charges	Lloyds Bank	X	39.77	0.00	39.77
910	Telephone	30/12/2015		Bank 1 Current Ac	dd	Telephone - Morse Pavili	Talk Talk	S	27.50	5.50	33.00
911	Office telephone	30/12/2015		Bank 1 Current Ac	dd	Telephone - Office	Talk Talk	S	28.29	5.66	33.95
912	Telephone	30/12/2015		Bank 1 Current Ac	dd	Telephone - Fitz Pavilion	Talk Talk	S	27.50	5.50	33.00
913	Hillside water charges	05/01/2016		Bank 1 Current Ac	6888	Water charges - Hillside /	Anglian Water	E	98.33	0.00	98.33
914	Rent and deposit	05/01/2016		Bank 1 Current Ac	6889	Allot dep/rent/refund	Mr Baalham	E	39.00	0.00	39.00
915	Miscellaneous	05/01/2016		Bank 1 Current Ac	6890	Roxley invites	Colour Print	S	39.00	7.80	46.80
916	Stationery	05/01/2016		Bank 1 Current Ac	6891	Diary	Espo	S	2.95	0.59	3.54
917	Grounds machinery	05/01/2016		Bank 1 Current Ac	6892	Truck parts	Fitzmaurice Carriers	S	38.50	7.70	46.20
918	River Green maintenanc	05/01/2016		Bank 1 Current Ac	6893	Electrical goods	M D Thompson	S	40.69	8.14	48.83
919	Hillside maintenance	05/01/2016		Bank 1 Current Ac	6894	Textile sheet	Travis Perkins	S	140.00	28.00	168.00
920	Office telephone	31/12/2015		Bank 1 Current Ac	dd	Telephone	O2	S	79.55	15.91	95.46
921	Fuel	11/01/2016		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	2.00	0.40	2.40
922	Photocopier Lease	11/01/2016		Bank 1 Current Ac	dd	Photocopying	First Copy	S	126.98	25.39	152.37
923	Postage	18/01/2016		Bank 1 Current Ac	dd	Postage	Business card	E	315.00	0.00	315.00
924	Miscellaneous	18/01/2016		Bank 1 Current Ac	dd	Food drink - Councillors x	Business card	E	71.50	0.00	71.50
925	Building maintenance	18/01/2016		Bank 1 Current Ac	dd	Keys	Business card	E	36.00	0.00	36.00
926	Electricity	18/01/2016		Bank 1 Current Ac	dd	Electricity - Fitz Pav	Opus Energy	S	231.15	46.23	277.38
927	Electricity	18/01/2016		Bank 1 Current Ac	dd	Electricity - Village Hall	Opus Energy	L	73.92	3.70	77.62
928	Electricity	18/01/2016		Bank 1 Current Ac	dd	Electricity - Morse Pav	Opus Energy	L	37.37	1.87	39.24
929	Electricity	18/01/2016		Bank 1 Current Ac	dd	Electricity - floods/workst	Opus Energy	L	83.84	4.19	88.03
930	Cleaning materials	18/01/2016		Bank 1 Current Ac	6895	Cleaning Materials	Mrs J Fenn - petty cash	E	5.65	0.00	5.65
931	Office equipment	18/01/2016		Bank 1 Current Ac	6895	Cleaning Materials	Mrs J Fenn - petty cash	E	4.35	0.00	4.35
932	Miscellaneous	18/01/2016		Bank 1 Current Ac	6895	Cutlery	Mrs J Fenn - petty cash	E	43.73	0.00	43.73
933	Mr T Foreman	18/01/2016		Bank 1 Current Ac	6896	January salary	Mr T Foreman	X	1,889.45	0.00	1,889.45
934	Fenn salary	18/01/2016		Bank 1 Current Ac	6897	January salary	Mrs Fenn	X	974.56	0.00	974.56
935	Bass - salary	18/01/2016		Bank 1 Current Ac	6898	January salary	Mrs F Bass	X	642.09	0.00	642.09
936	Sayer salary	18/01/2016		Bank 1 Current Ac	6899	January salary	Mr D Sayer	X	1,604.53	0.00	1,604.53
937	Kiddell salary	18/01/2016		Bank 1 Current Ac	6900	January salary	Mr R Kiddell	X	1,168.17	0.00	1,168.17
938	Calver salary	18/01/2016		Bank 1 Current Ac	6901	January salary	Mr J Calver	X	1,155.14	0.00	1,155.14
939	Fitz Morse Cleaning	18/01/2016		Bank 1 Current Ac	6902	Cleaning - Fitz and Morse	Anglia Business Cleanin	S	240.63	48.13	288.76
940	Water charges	18/01/2016		Bank 1 Current Ac	6903	Water charges - Cemetar	Anglian Water	E	74.47	0.00	74.47

### Thorpe St Andrew Town Council PAYMENTS LIST

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
941 Morse - gas/expenditure	18/01/2016		Bank 1 Current Ac	6904	Gas charges - Morse	Espo	L	119.83	5.99	125.82
942 Projects	18/01/2016		Bank 1 Current Ac	6905	Village Hall works	G W Gooch	S	43,681.50	8,736.30	52,417.80
943 Events Payments/Recei	18/01/2016		Bank 1 Current Ac	6906	Cancellation fee - piper	R Gray	E	75.00	0.00	75.00
944 Training Health & Safety	18/01/2016		Bank 1 Current Ac	6907	Workwear	Mainman Supplies	S	47.35	9.47	56.82
945 Cleaning materials	18/01/2016		Bank 1 Current Ac	6907	Cleaning Materials	Mainman Supplies	S	118.72	23.74	142.46
946 Cleaning bus shelters	18/01/2016		Bank 1 Current Ac	6908	Cleaning bus shelters	R Marmoy	E	90.00	0.00	90.00
947 Soccer mark/additional	18/01/2016		Bank 1 Current Ac	6909	Pitchmarker	Norse	S	475.84	95.17	571.01
948 Subscriptions	18/01/2016		Bank 1 Current Ac	6910	Software update	Scribe 2000 Ltd	S	295.00	59.00	354.00
949 Energy charge	18/01/2016		Bank 1 Current Ac	6911	Streetlight-energy charge	Southern Electric	S	1,568.62	292.47	1,861.09
950 Building maintenance	18/01/2016		Bank 1 Current Ac	6912	Swing bins - v Hall	Trade UK	S	24.99	5.00	29.99
951 Tools - equipment	18/01/2016		Bank 1 Current Ac	6912	Tools	Trade UK	S	131.67	26.34	158.01
952 Office telephone	19/01/2016		Bank 1 Current Ac	dd	Amend V/N 920	O2	S	-51.38	-10.28	-61.66
953 Telephone	19/01/2016		Bank 1 Current Ac	dd	Amend V/N 920	O2	S	51.38	10.28	61.66
954 Fuel	25/01/2016		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	55.55	11.31	67.86
955 Vehicle lease	25/01/2016		Bank 1 Current Ac	dd	Lease payment	Bussey & Sabberton	S	277.48	55.50	332.98
956 Telephone	25/01/2016		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.07	0.81	4.88
957 Dussindale maintenance	01/02/2016		Bank 1 Current Ac	6913	Pest control	Burrell Pest control	E	50.00	0.00	50.00
958 Hillside maintenance	01/02/2016		Bank 1 Current Ac	6913	Pest control	Burrell Pest control	E	50.00	0.00	50.00
959 Office equipment	01/02/2016		Bank 1 Current Ac	6914	Council Seal	City Company Seals	S	100.00	20.00	120.00
960 Computer/Photocopier	01/02/2016		Bank 1 Current Ac	6915	Computer maintenance	Computer Service Centre	S	75.00	15.00	90.00
961 Office rent	01/02/2016		Bank 1 Current Ac	6916	Rent and service charge	Dussindale Community	E	969.98	0.00	969.98
962 Office rent	01/02/2016		Bank 1 Current Ac	6916	Lettings - Duss CC	Dussindale Community	E	240.00	0.00	240.00
963 Building maintenance	01/02/2016		Bank 1 Current Ac	6917	Service fire equipment	East Fire Extinguishers	S	241.00	48.20	289.20
964 Building maintenance	01/02/2016		Bank 1 Current Ac	6917	Service fire equipment	East Fire Extinguishers	S	30.00	6.00	36.00
965 Building maintenance	01/02/2016		Bank 1 Current Ac	6917	Service fire equipment	East Fire Extinguishers	S	354.00	70.80	424.80
966 Rent and deposit	01/02/2016		Bank 1 Current Ac	6918	Allotment refund	Mr Edwards	E	25.00	0.00	25.00
967 Stationery	01/02/2016		Bank 1 Current Ac	6919	Stationery	Espo	S	51.94	10.39	62.33
968 Stationery	01/02/2016		Bank 1 Current Ac	6919	Stationery	Espo	S	5.12	1.02	6.14
969 Building maintenance	01/02/2016		Bank 1 Current Ac	6919	Janitors trolley	Espo	S	62.00	12.40	74.40
970 Repairs and maintenance	01/02/2016		Bank 1 Current Ac	6919	Dog bins	Espo	S	199.00	39.80	238.80
971 Office equipment	01/02/2016		Bank 1 Current Ac	6919	Guillotine	Espo	S	83.00	16.60	99.60
972 Events Payments/Recei	01/02/2016		Bank 1 Current Ac	6920	Security for event	Eventguard	S	675.00	135.00	810.00
973 Projects	01/02/2016		Bank 1 Current Ac	6921	Professional services	Hamson JPA	S	3,000.00	600.00	3,600.00
974 Fenn salary	01/02/2016		Bank 1 Current Ac	6922	Fenn tax/nic	HMRC	X	85.02	0.00	85.02
975 Fenn - NIC employer	01/02/2016		Bank 1 Current Ac	6922	Fenn employers nic	HMRC	X	39.85	0.00	39.85
976 Sayer salary	01/02/2016		Bank 1 Current Ac	6922	Sayer - tax/nic	HMRC	X	367.31	0.00	367.31
977 Sayer - NIC employer	01/02/2016		Bank 1 Current Ac	6922	Sayer employers nic	HMRC	X	142.56	0.00	142.56
978 Kiddell salary	01/02/2016		Bank 1 Current Ac	6922	Kiddell tax/nic	HMRC	X	166.33	0.00	166.33
979 Kiddell - NIC employer	01/02/2016		Bank 1 Current Ac	6922	Kiddell employers nic	HMRC	X	70.57	0.00	70.57

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

189.

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
980 Bass - salary	01/02/2016		Bank 1 Current Ac	6922	Bass tax/nic	HMRC	X	70.04	0.00	70.04
981 Bass - NIC employer	01/02/2016		Bank 1 Current Ac	6922	Bass employers nic	HMRC	X	1.61	0.00	1.61
982 Mr T Foreman	01/02/2016		Bank 1 Current Ac	6922	Foreman tax/nic	HMRC	X	549.50	0.00	549.50
983 Foreman employers nic	01/02/2016		Bank 1 Current Ac	6922	Foreman employers nic	HMRC	X	207.31	0.00	207.31
984 Student loan	01/02/2016		Bank 1 Current Ac	6922	Student Loan	HMRC	X	115.00	0.00	115.00
985 Calver salary	01/02/2016		Bank 1 Current Ac	6922	Calver tax/nic	HMRC	X	179.36	0.00	179.36
986 Calver -employers nic	01/02/2016		Bank 1 Current Ac	6922	Calver employers nic	HMRC	X	102.21	0.00	102.21
987 Building maintenance	01/02/2016		Bank 1 Current Ac	6923	Bolt/latches	A C Leigh	S	113.78	22.76	136.54
988 Cleaning materials	01/02/2016		Bank 1 Current Ac	6924	Cleaning Materials	Mainman Supplies	S	79.65	15.93	95.58
989 Training Health & Safety	01/02/2016		Bank 1 Current Ac	6924	Health and safety equip	Mainman Supplies	S	26.00	5.20	31.20
990 Cleaning materials	01/02/2016		Bank 1 Current Ac	6924	Cleaning Materials	Mainman Supplies	S	17.00	3.40	20.40
991 Tree Plantation - mowin	01/02/2016		Bank 1 Current Ac	6925	Tree plantation	Norse	S	58.33	11.67	70.00
992 Field maintenance contr	01/02/2016		Bank 1 Current Ac	6925	Field Maintenance - Rec	Norse	S	544.86	108.97	653.83
993 Shrub bed - St Will Loke	01/02/2016		Bank 1 Current Ac	6925	St Williams Loke - prunin	Norse	S	7.17	1.43	8.60
994 Field maintenance contr	01/02/2016		Bank 1 Current Ac	6925	Field Maintenance - Duss	Norse	S	496.10	99.22	595.32
995 Commisioners Cut - picr	01/02/2016		Bank 1 Current Ac	6925	Picnic area maintenance	Norse	S	41.61	8.32	49.93
996 Mowing contracts	01/02/2016		Bank 1 Current Ac	6925	Mowing contract	Norse	S	226.77	45.35	272.12
997 Hillside maintenance	01/02/2016		Bank 1 Current Ac	6925	Hillside allotment maint	Norse	S	11.48	2.30	13.78
998 Shrub bed/tidy front	01/02/2016		Bank 1 Current Ac	6925	Village Hall grounds main	Norse	S	26.25	5.25	31.50
999 Repairs	01/02/2016		Bank 1 Current Ac	6926	Street lightworks - Thun	Pearce & Kemp	S	87.50	17.50	105.00
1,000 Events Payments/Receip	01/02/2016		Bank 1 Current Ac	6926	Christmas lights	Pearce & Kemp	S	562.95	112.59	675.54
1,001 Sanitary disposal	01/02/2016		Bank 1 Current Ac	6927	Sanitary bins	PHS Group	S	603.42	120.68	724.10
1,002 Sanitary disposal	01/02/2016		Bank 1 Current Ac	6927	Sanitary bins	PHS Group	S	301.71	60.34	362.05
1,003 Sanitary disposal	01/02/2016		Bank 1 Current Ac	6927	Sanitary bins	PHS Group	S	309.05	61.81	370.86
1,004 Bottle bank	01/02/2016		Bank 1 Current Ac	6928	Recycling glass payment	URM UK	S	1.65	0.33	1.98
<b>Total</b>								<b>79,868.82</b>	<b>11,286.95</b>	<b>91,155.77</b>



**THORPE ST ANDREW TOWN COUNCIL  
MINUTES OF THE PLANS COMMITTEE MEETING  
HELD ON 11<sup>th</sup> January 2016**

**PRESENT:** Mr J Fisher Mr. R Robson  
Mr F Bowe Mr P Berry  
Mr M Pickess Mr D Sears  
Mr N Hancock

**41. In Attendance:** Mr T Foreman (Town Clerk) 3 members of the public.

**Apologies for Absence:** None

**42. Declarations of Interest:** None

**43. Minutes of meeting held on 14 December 2015.**

The minutes of the meeting held on 14 December 2015 were signed and approved as a true record.

**44. Planning Items Raised by Residents-** None

**45. Planning Applications**

<b>20152002</b>	<b>West Farm 213 Yarmouth Rd</b>	<b>Change of Use of Agricultural Barns to 4 No Residential Dwellings Including Demolition of Portal Frame Barn &amp; Extension to North Barn (Barn 4) &amp; Erection of Detached Garage</b>
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***NO OBJECTIONS- committee welcomes development.***

<b>20151864</b>	<b>254 Plumstead Road East</b>	<b>Single Storey Side &amp; Rear Extension</b>
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***NO OBJECTIONS***

<b>20151977</b>	<b>Former St Andrews Hospital</b>	<b>Variation of Condition 3 of Planning Permission 20130486 to Substitute New Parameters Plan Showing the Retention of the Main Hospital Central Block Only- Part Conversion and Redevelopment to Provide 12,750sqm Of B1 Office Space &amp; and Ancillary Accommodation Access &amp; Car Parking (outline)</b>
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***OBJECTIONS-***

***The committee cannot support accept demolition and change of use based on the info provided. They would however be prepared to look at it again with more information on the reasoning and what steps were taken to salvage the buildings.***

20151981 34 South Hill Rd

1. Single Storey Porch Extension to Front/Side  
2. First Floor Extension above Existing Rear Extension and Single Storey and Two Storey Side Extension

**NO OBJECTIONS**

20152037 99A Gordon Ave

Detached Garage (Revised Proposal)

**NO OBJECTIONS**

46.Y/5/2015/5035 Planning application for Hillside Avenue School.- For discussion

**NO OBJECTIONS**

47. Height Restriction Signage NCC

**NO OBJECTIONS**

**Confidential-** Enforcement Notices noted.

**Meeting closed at 20.20**

**Thomas Foreman Town Clerk**

**Date of next meetings**

**Town Council 1 February 2016**

**Plans meeting 8 February 2016**

**Finance & Staff 15 February 2016**

**Thorpe St Andrew Events & Media Committee  
Minutes of Meeting Held on Wednesday 13 January 2016**

**1 Present**      Miss S Lawn (Chairman)                      Mr R Wooden  
                     Mr L Reeves    Mr R Robson  
                     Mrs. J Fisher    Mr G Lawton  
                     Mr T Foreman (Town Clerk)

**Apologies for absence**

                     Mr T Barber    Mr J Ward  
                     Mr J Emsell    Mr N Shaw

**Declarations of Interest-** None.

**2. Minutes of meeting held 18 November 2015.**

The minutes of the meeting held on the 18 November 2015 were agreed and signed as a true record.

**3. Post-Christmas**

**Positives-** fireworks to continue being done in-house after lights switch on, and from Whitlingham.

Good number of stalls, well attended. Rushcutters car park worked well.

**Negatives-** Stall holders late, traffic and road closure issues. Lighting on Buck car park and lighting towers. Radio Norwich –needed better presence.

**4. Burns Night Update**

It was agreed to postpone the Burns night event due to concerns as to the completion of the hall refurbishment.

Diary dates for Events

APRIL

Thursday 21<sup>st</sup> April Light Beacon on River Green at 9.00pm

Sunday 24<sup>th</sup> April St Georges Day

MAY

Sunday 8<sup>th</sup> May 2.00pm from Fitzmaurice- Beating the Boundaries with John Ward. Ask Town Cryer

To be publicised in Newsletter. Town Cryer to be invited.

Monday 9<sup>th</sup> May AGM followed by normal town council meeting.

Wednesday 11<sup>th</sup> May 2015/2016 Mayors Reception followed by

Appoint 2016/2017 Mayor making (office providing food)

(Sunday 15<sup>th</sup> May individual Queens Street parties- not TC run)

JUNE

Monday 13<sup>th</sup> June 12-2.00 Business Lunch (arrange outside catering)

Date of next meeting 29 February 2016 at Morse Pavilion 7.30

With no other business the meeting concluded 21.06

Signed \_\_\_\_\_ (Chair)

**Minutes of Finance and Staffing Committee Meeting  
held on 18<sup>th</sup> January 2016**

**1. PRESENT:**

Mr I Mackie (Chairman)	Miss S Lawn
Mr F. Bowe	Mr L Reeves
Mr J. Emsell	Mr J. Ward
Mrs T. Mancini-Boyle	

**IN ATTENDANCE:** Mr T Foreman (Town Clerk), Mrs J Fenn (Deputy Clerk and RFO) Mr D Sayer (Amenities Officer), Mr L Powell (Archant)

**APOLOGIES FOR ABSENCE**

None

**2. Declarations of Interest**

None

**3. Minutes of Meeting held on 16<sup>th</sup> November 2015**

Minutes of the meeting held on 16<sup>th</sup> November 2016 were approved and signed as a true record.

**4. Public Session – Limited to 3 minutes per speaker**

None

**5. Finance**

**i. Summary of cost centre and codes 01/04/2015 to 30/12/2015**

The summary of cost centre and codes were noted by the Committee.

**ii. Variance Report**

The variance report was noted by the committee.

**iii. Summary of Capital Spend Receipts and Payments**

Mrs J Fenn provided a summary of the capital spend receipts and payments. This was noted by the Committee.

**iv. Village Hall Project**

Mr T Foreman explained that a draft underspend in excess of £20,000 has been forecast for the Village Hall construction phase, but finalised figures would not be available until the final payment of the 2.5% retention in June 2016. The Committee were pleased with the draft figures and will welcome the final figures once available.

**v. Projects and Earmarked Reserves update**

Mrs J Fenn gave an update on the projects and earmarked reserves. Mrs Fenn and Mr D Sayer responded to questions on the River Green flower pole replacement project. This was noted by the committee with a request for the flower pole costs to be bought as a future agenda item.

**vi. Summary of Events payments and receipts**

The summary of Events payments and receipts were noted by the Committee.

**6. Town Council Relocation update**

Mr T Foreman explained that the Planning deadline for the submission from the statutory consultee was early February and a decision on the Town Council planning application is now 12<sup>th</sup> February 2016.

The timescales for the office move have therefore required amendment and consideration of quotes for the work will be bought to the Town Council for consideration in April or May, depending upon the outcome of the planning decision.

## 7. **Dussindale Centre Heating**

A verbal report relating to the heating at the Dussindale centre was given to the Committee. Mr T Foreman stated that the boiler had stopped working the previous week and the Town Council staff were working in cold conditions with no hot water. The need for the boilers to be replaced had been brought to the attention of the Dussindale Park Community Trust in 2014, however no replacement has occurred. The boiler has subsequently had a temporary fix, however it was once again made clear by the contractor that the fix may not last and a replacement boiler was required. Mr T Foreman explained that the boiler may go wrong again at any time and the staff will again be working in unacceptable conditions. Also, since the boiler had been repaired, the heating in the office cannot be varied and windows were being opened in an attempt to regulate the temperature. Miss S Lawn asked whether the Town Council should consider temporarily relocating the Town Council office and its staff to the Roxley Hall. Mr J Emsell supported the idea, stating that it would also give an opportunity for staff to monitor the usage of the new Village Hall. Mr I Mackie asked the Town Clerk for his view, and it was highlighted that the current working conditions were not adequate and a commercial rent is currently paid to the Trust. As the move would be temporary, there are no planning issues with change of use and the Dussindale Park Community Trust secretary had confirmed that no notice is required as the Town Council is a 'tenant at will'.

Miss S Lawn tabled a motion that the Town Council and its staff should temporarily relocate to the Roxley Hall given the ongoing unacceptable working conditions and that the boiler may again malfunction. Miss S Lawn further stated that money would be saved from the rent currently being paid to the Dussindale Park Community Trust and this could be put towards the proposed office space at the Fitzmaurice Pavilion. The motion was seconded by Mr I Mackie and on a show of hands with all in favour it was **AGREED** to put forward a recommendation to the next Town Council meeting that the Town Council office and its staff relocate to the Roxley Hall on a temporary basis.

## 8. **Thorpe St Andrew Parks Project**

The Committee received the results of the Parks Consultation. Mr I Mackie explained that a limited number of consultations had been reviewed, but it appeared that these supported the findings of the Friends of Thorpe St Andrew Parks consultation which received over 1000 responses.

Mr D Sayer explained that the phasing of the work was important with removal of earth in one phase being used in the next phase if required. Mr T Foreman stated that a number of trees had already been agreed for the Dussindale Park which was a priority for a number of respondents.

The Committee discussed the funding availability for each project and suggested that two key projects be taken forward for each site. Mr I Mackie suggested that two key projects be identified by the Committee and discussed with the Friends of Thorpe St Andrew parks. A formal proposal for the items to be prioritised should then be taken to Town Council once greater funding and feasibility details are compiled. It was proposed by Mr I Mackie, seconded by Mr J Emsell and on a show of hands with all in favour **RESOLVED** that the wheeled park and Viking Boat be proposed to the Town Council as a priority for Dussindale Park and the Mounded Play area and Running Track be proposed to the Town Council as a priority for Laundry Lane.

## 9. **Supply of Freeman of the Town Regalia**

The Committee received the report providing three designs for a Freeman of the Town jewel and three designs for the Freeman of the Town scroll. Mr I Mackie explained that the Town Council had delegated powers to approve the designs for the jewel and scroll, but made clear that the designs should reflect the rarity of this award being given

and the decades of voluntary and dedicated service the two proposed recipients had given to Thorpe St Andrew.

The Committee discussed the designs and agreed that all were of a very high quality. For the Freeman of the Town jewel, it was proposed by Mr I Mackie, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to select jewel number 2 as the preferred design at a cost of £32.71 plus the one off tooling, ribbon, engraving and case costs.

The Committee discussed the choice for scrolls for the Freeman of the Town award. Miss S Lawn stated a preference for the simplest scroll, which was widely supported as the most suitable. It was proposed by Miss S Lawn, seconded by Mrs T Mancini-Boyle and on a show of hands with all in favour **RESOLVED** to select scroll design 4 at a cost of £100.

The payment for these items were empowered through s.29 (9) of the Local Democracy, Economic Development and Construction Act 2009.

#### **10. Support Officer Scheme Applications**

A report containing the confidential details of the applicants for the Support Officer Scheme was considered by the Committee. The applications were for the post of dog warden, amenities support officer and a support officer to update noticeboards. The Committee discussed the applicants at length and it was proposed by Mr I Mackie, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** for all applicants to be confirmed for these voluntary positions.

Future agenda items: Parks Project  
Sponsorship for Events and services  
Flower Poles project on River Green

With no other business the meeting closed at 20.40hrs

Date of next meeting: 15<sup>th</sup> February 2016

Chairman\_\_\_\_\_

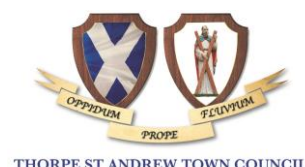
Date\_\_\_\_\_

## **Tree Wardens Report**

## **Item 191 (ii)**

The Tree Warden would like to request an additional Tree Warden is sought. The time constraints on the current Tree Wardens will result in potentially fewer walks during 2016.

# Thorpe St Andrew Town Council



**Town Council : 1<sup>st</sup> February 2016**

## **Proposed Temporary Office Relocation**

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**Agenda Item: 192**

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### **Reason for this Report**

This report has been prepared to outline the unanimously supported motion tabled at the January 2016 Finance and Staff meeting to relocate the Town Council office and its staff to the Roxley Hall. The Town Council is asked to consider and approve the recommendation from Finance and Staff to temporarily relocate the Town Council office to the Roxley Hall.

### **Background**

In mid-January 2016, the boiler at the Dussindale Centre stopped working and the Town Council staff were working in freezing conditions with no hot water. The need for the boilers being replaced had been bought to the attention of the Dussindale Park Community Trust in 2014, however no replacement occurred. The boiler has subsequently had a temporary fix, however it was once again made clear that the fix may not last and a replacement boiler was required. That is to say that the boiler may go wrong again at any time and the staff will again be working in unacceptable conditions. Since the boiler had been repaired, the heating in the office cannot be varied and windows are being opened in an attempt to regulate the temperature.

### **Result**

At the January Finance and Staff meeting, Councillors asked whether the Town Council should consider temporarily relocating the Town Council office and its staff to the Roxley Hall. Councillors felt that this would ensure adequate working conditions until any office move to the Fitzmaurice Pavilion is confirmed. Further, Councillors felt it would give an opportunity for staff to monitor the usage of the new Village Hall.

This could be potentially beneficial to limit the need for user groups to have keys as in the past week the Hall has been left open after lettings and some users have turned up 40 minutes early for a booking. Miss S Lawn tabled a motion that the Town Council and its staff should temporarily relocate to the Roxley Hall given the ongoing unacceptable working conditions and that the boiler could again malfunction. Miss S Lawn further stated that money would be saved from the rent currently being paid to the Dussindale Park Community Trust and this could be put towards the proposed office space at the Fitzmaurice Pavilion. The motion was unanimously supported and a recommendation to move the office was to be put to the Town Council.

### **Advice**

The current working conditions are not adequate and a commercial rent is currently paid to the Trust. As the proposed move would be temporary, there is no planning issues with change of use and the Dussindale Park Community Trust secretary has confirmed that no notice is required as the Town Council is a 'tenant at will'.

The main cost will be fitting a suitable door with counter. Existing office furniture will be replaced, but this was budgeted for this financial year.

The meeting room and old committee/storage room would be used to house the staff and cabinets/cupboards. The main hall, kitchen, toilets and changing rooms would remain useable spaces.

### **Legal Implications**

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by

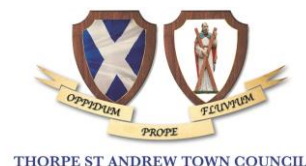


law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

### **Financial Implications**

There are some financial implications arising from this report.

# Thorpe St Andrew Town Council



**Town Council : 1<sup>st</sup> February 2016**

**Village Hall Update and Furniture**

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**Agenda Item: 193**

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## **Reason for this Report**

This report proposes to purchase furniture for Town Council meetings and conferences.

## **Background**

The Roxley Hall construction project is now complete and under budget.

For any future relocation of the Town Council office, new tables and projection technology will be required.

## **Outcome**

Currently the tables and projector screen used for Town Council meetings are the property of the Dussindale Centre. For any future office move, the Town Council will need to purchase new meeting furniture and technology. Until a permanent move is made, these can be stored at the Roxley Hall for use by the Town Council and businesses for meetings and conferences.

It is proposed to purchase wood effect foldable tables for meetings at a cost not to exceed £120 per table.

The resolution of the current projector is poor and causes difficulty for residents and Councillors when reading both plans and presentations. Also the projector screen used by the Town Council is owned by the Dussindale Centre. It is therefore proposed to purchase a suitable television with wheeled stand which can be connected to laptops for use both in Town Council and business meetings. This would give greater flexibility of use by both the Town Council and business users. The cost for a 50" television is proposed not to exceed £400 plus a wheeled stand estimated to cost £150. This would be purchased alongside the visual display unit being purchased to link the CCTV.

## **Legal Implications**

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

## **Financial Implications**

There are some financial implications arising from this report.

# Thorpe St Andrew Town Council



THORPE ST ANDREW TOWN COUNCIL

**Town Council : 1<sup>st</sup> February 2016**

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## **Street lighting Contract**

**Agenda Item: 194**

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### **Reason for this Report**

This is a confidential report for Councillors to consider quotations for the street lighting contract.

This report will be tabled as a quotation is outstanding.

This report is confidential under s.41 and s.43 of the Public Contracts Regulations 2006.

### **Legal Implications**

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

### **Financial Implications**

There are financial implications arising from this report.

# Thorpe St Andrew Town Council



THORPE ST ANDREW TOWN COUNCIL

**Town Council : 1<sup>st</sup> February 2016**

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## **Printer Cost and Maintenance**

**Agenda Item: 195**

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### **Reason for this Report**

This is a confidential report for Councillors to consider quotations for the printer cost and maintenance contract.

This report is confidential under s.41 and s.43 of the Public Contracts Regulations 2006.

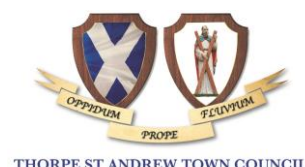
### **Legal Implications**

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

### **Financial Implications**

There are financial implications arising from this report.

# Thorpe St Andrew Town Council



**Town Council : 1<sup>st</sup> February 2016**

**River Green Lease with Broads Authority**

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**Agenda Item: 197**

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## **Reason for this Report**

This report seeks permission to engage with the Broads Authority to advocate for the continuation of the Broads Authority lease beyond 2017

## **Background**

The Broads Authority has had a longstanding lease with the Town Council to manage and operate the moorings on River Green. A review of Broads Authority assets was undertaken by the Authority in 2006/9 and listed as a mooring the Authority could 'live without' and as such should be returned to Town Council ownership at the end of the lease.

## **Result**

The Town Council has consulted on its bye-laws and these are due to be registered with the Secretary of State. These will be in place prior to the moorings returning to the Town Council.

However, the return of River Green will likely result in the Town Council levying a charge for moorings at River Green to cover on-going maintenance costs.

Additionally, the financial impact should any structural problems occur would be significant. It is likely that the Town Council may have to consider part of River Green reverting to natural riverbank if this occurs due to the significant financial implications.

Furthermore, with the advent of proposals for water sport hire operating from River Green and potential for investment for Frostbites Sailing Club, it is possible that River Green could become a well-used destination on the Broads.

## **Advice**

Should the Broads Authority continue to lease the River Green, free moorings and the number of moorings are guaranteed for all who live and work on the Broads to enjoy. The future of River Green in the short term would be guaranteed under the Town Council, however it is likely that difficult decisions as to its maintenance will need to be made in the future. These decisions would have a significant effect on a conservation area.

Given the potential increase in the use of the moorings in the future and benefit the free moorings give to the Authority, the Town Council is advised to advocate for a continuation of the Broads Authority lease.

## **Legal Implications**

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

## **Financial Implications**

There are potential financial implications arising from this report.

# Thorpe St Andrew Town Council



THORPE ST ANDREW TOWN COUNCIL

**Town Council : 1<sup>st</sup> February 2016**

**Proposed Bus Shelter on Dussindale Drive**

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**Agenda Item: 198**

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## **Reason for this Report**

This report gives a suggested location for a bus shelter on Dussindale Drive.

## **Result**

Residents have suggested that a Bus Shelter be placed on Dussindale Drive, in the vicinity of Winstanley Road (see Appendix A). The average cost for the purchase and installation of a Bus Shelter is £4000 to £5000 installed.

## **Advice**

There is no advice for this item.

## **Legal Implications**

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

## **Financial Implications**

There are financial implications arising from this report.

Appendix A

