



THORPE ST ANDREW TOWN COUNCIL

Roxley Hall, Yarmouth Road, Thorpe St Andrew, NR7 0QF  
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### 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 5<sup>th</sup> August at 7.30pm for the purpose of transacting the following business.

*M Barron*

## 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 1<sup>st</sup> July 2024 Page 1-3
- 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 Page 4
  - 5.3 - Members of the Public
- 6 Town Maps Update – for consideration
- 7 Request from a member of the public for the Sewage works to be a regular Agenda item until completion – for consideration
- 8 Finance
  - 8.1 - Payments List - VRs 269 – 366 Page 5-8
  - 8.2 - Bank Reconciliation Statement Page 9
  - 8.3 - Quarter 1 Budget Report Page 10-14
  - 8.4 - Quarter 1 Dementia accounts Page 15
- 9 Events
  - 9.1 Grays Funfair Proposal – for consideration Page 16
- 10 Morse Project Update – for consideration Page 17-18
- 11 Correspondence:
  - 11.1 Yarmouth Road Page 19
- 12 Update on Ocubis presentation (for councillors that could not attend the briefing)
- 13 Exclusion of Press and Public  
To consider a motion to exclude press and public under the public bodies Admission to meetings Act 1960.
- 14 Commercial sensitive information relating to the River Green Project – for consideration and resolution.

**Thorpe St Andrew Town Council  
Minutes of the Town Council meeting  
held on 1 July 2024 at 7:30pm**

**1 Present:**

Mr F Bowe (Town Mayor)	Mrs M Friend
Mr S Snelling (Deputy Town Mayor)	Mr D Wiseman
Mr D Buck	Ms J Bailey
Mr J Ward	Mr J Emsell
Mr P Berry	Ms L Barrett
Mr S Court	Ms C Ferris
Mr J Fisher	

**Apologies:** Mr T Garner, Mrs L Skinner and Mr C Eden

**In attendance:** Mrs M Barron (CEO), Mrs L Weston (Administration and Committee Officer) and one member of the public.

**2 Declarations of interest in items on the agenda – None declared.**

**3 To confirm the minutes of the Town Council meeting held on 3 June 2024.**  
The minutes of the meeting held on 3 June 2024 were signed and approved as a true record.

**4 Announcements**

**4.1** The Town Mayor attended the flag raising at the church for Armed Forces Day, which went well. Father James has also invited the Town Mayor to attend a church service on 15<sup>th</sup> September which commemorates both the Railway Disaster and the Battle of Britain week. Routine meetings with the CEO and Operations Manager continue as normal.

**4.2** The Town Clerk was unable to attend the police priority setting meeting but will be at the next meeting and would encourage councillors to attend too, if possible, as it's a good opportunity to have a one to one with the police.

The grass verges, for the whole of Thorpe (weather permitting), are a priority this week. Staffing issues remain but vacancies readvertised, and two more interviews actioned. Cllr Emsell raised the issue of residents' confusion, caused by the different roles and responsibilities in Thorpe by the 3 councils, County, District and Town. Cllr Emsell asked whether this could be improved by the Town Council taking on the responsibility of the Thorpe footpaths from County. The CEO thought it a good idea, depending on the type of Service Level Agreement that could be agreed, and will take it forward. Cllr Emsell is also leading a team of volunteers, under his supervision, to clear some paths as part of a community gardening project, similar set up to the litter picking volunteers.

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

**5.1 Norfolk Constabulary –** No report but Cllr Ward was at the Police Priority meeting and conveyed that the latest priorities were road safety and anti-social behaviour.

**5.2 County and District Councillors –** Report from Cllr Ward noted. Cllr Bailey reported that BDC has carried out several boat checks at Thorpe Island. Several electrical safety certificates were not evident; however, owners have been given a set period to provide the certification. Cllr Berry informed members of a planning appeal, for 2 dwellings, which has been dismissed.

### 5.3 Members of the public - None.

### 6 Town Maps – for consideration

The CEO informed members that there are no producers left in the country who can provide these tourist maps, as they're no longer in demand. Cllr Friend mentioned the producer of the 'Thorpe Directory', which may be a possibility and includes a medium for distribution.

**Action** - the CEO will investigate further.

### 7 Finance

7.1 Payments List – attached VR No's 188-268 noted.

7.2 Bank Reconciliation Statement – attached, approved and signed as a true record.

### 8 Updates on Projects – for resolution where required.

a) **Play Area** - The play area is imminent; the fence is down, slight delay on supply but hopeful to be in place by the summer holidays.

b) **Morse Redevelopment** – The Town Council has been fortunate to receive a £25,000 grant from BDC for improvement of a community space.

**Action** - the CEO will provide quotes at the next Town Council meeting.

c) **River Green Company** – An agreement has been made with a consultant to support the Town Council with the initial setup of the Limited Company for 4 weeks, and then further support for 12 weeks at approximately 8 hours per week. A meeting will hopefully take place next week with Birketts, the CEO and the Consultant.

d) **Workshop** – A workshop has been chosen, a payment of £75 will be paid to BDC to confirm planning permission is not required.

e) **Streetlight Project** – The project is ongoing, some clarification is required with the Loan Board, as the figures are consistently changing, which is due to replacement of breakages.

### 9 Events

a) **VE Day** – The CEO shared by email today the Government's official outline for VE Day and asked councillors for ideas, following the success of the type of event for D Day 80 this year. The consensus was to keep the formality and follow the official outline but to confer with officers which of the 3 dates, VE Day May, Armed Forces Day June or VJ Day in August, would be the best date to hold a larger event.

Cllr Bailey raised the subject of volunteers, lots of enthusiasm for the events but more volunteer support is needed.

It was proposed by Cllr Fisher, seconded by Cllr Buck and with a unanimous show of hands it was **RESOLVED** to have a beacon lighting on VJ Day in August.

b) **Midsummer Music and Fireworks** – Ticket sales were slow when first on sale but hopeful that more will be sold in the final few days. Volunteers are required, for a couple of hours at a time or more if possible and family welcome to support too, please contact Debbie.

### 10 Correspondence

a) **Reports of dangerous parking from a resident** – attached noted by councillors. Cllr Ward asked that correspondence should have the address checked, to ensure they are Thorpe residents before responding to any correspondence.

Cllr Buck asked if personal information on correspondence could be redacted digitally in future.

**Action** - Cllr Fisher asked the CEO to check the address of the complainant and respond copying in Cllr Fisher.

**11 Whitlingham Ferry – for discussion**

The CEO and some councillors met with the ferry and cafe owner to look at the land being offered for community use. Although no official approach for funds has been received, it was felt that it could be. The CEO couldn't be sure it was safe or if correct planning is in place. There has been no planning application though the council and differing versions of events being relayed to different people.

It was proposed by Cllr Fisher, seconded by Cllr Snelling and with a unanimous show of hands it is **RESOLVED** to investigate further with BDC and the Broads Authority.

**Action** – CEO to investigate further with BDC and BA.

**12 Future Agenda Items – None**

Cllr Fisher wished to explain the forthcoming Planning Committee meetings for July/Aug. Following the arranged meeting with Ocubis on 22<sup>nd</sup> July at 5.30pm, all councillors are welcome to stay for the Planning Committee meeting at 7pm, although only the planning committee members are allowed to vote on the applications. The prearranged meeting on the 8 July will not take place, the July applications and any others received in time will be decided at the July 22<sup>nd</sup> meeting. There will not be a planning meeting in August.

**Meeting Closed at 8:30pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_

**Report from County Councillor John Ward – received 15 July 2024**

**A Roadside Nature Reserve, no. 129, has been established and marked at Sprowston Park & Ride.**

**Norfolk County Council's Summer Holiday Activity Programme for children is back and bookings are now open for activities taking place across the County, 22<sup>nd</sup> July - 3<sup>rd</sup> September. To find and book activities, visit [Every Move Activity Finder](#).**

**At Norwich Castle on 28<sup>th</sup> June, I hosted a delegation from Ukraine including the Mayor of Zhovkva and businessmen from Lviv. They were most impressed with our plans to restore the Castle to a Royal Palace, and they enjoyed our latest exhibition "Sunlight".**

**The Parish Partnership Scheme will be repeated in the financial year 2025/6 with the Council allocating £300k on a 50/50 basis for claims up to £25k. This money can be used for pathways / trods, SAM2s, bus shelters, EV Charging points. Bids should be emailed to [ppschemes@norfolk.gov.uk](mailto:ppschemes@norfolk.gov.uk)**

**Sunday 22<sup>nd</sup> September is "Car Free Day" and free street closures are available.**

**Wk comm 8<sup>th</sup> July, Norfolk County Council hosted twenty Year 10 work experience students to showcase the world of work in local government and the career opportunities it offers.**

**Since February 2017, 501 refugees have been settled in Norfolk, building new, independent lives safe from the persecution they were forced to flee.**

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

31 July 2024 (2024-2025)

Voucher Code	Date	Minutes	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
269	27/06/2024		Bank 1 Current Acct	BACS	Cleaning bus shelters	Mr R Marmoy	X	145.00		145.00
270	27/06/2024		Bank 1 Current Acct	BACS	Entertainer	Stephen B Wiley Entertain	X	409.50		409.50
271	27/06/2024		Bank 1 Current Acct	BACS	Fire alarm service	Vincent Security	S	130.00	26.00	156.00
271	27/06/2024		Bank 1 Current Acct	BACS	Fire alarm service	Vincent Security	S	130.00	25.00	155.00
271	27/06/2024		Bank 1 Current Acct	BACS	Fire alarm service	Vincent Security	S	177.75	33.55	211.30
271	27/06/2024		Bank 1 Current Acct	BACS	Fire alarm service	Vincent Security	S	104.25	20.85	125.10
272	27/06/2024		Bank 1 Current Acct	BACS	Fire alarm service	Vincent Security	S	210.00	42.00	252.00
273	27/06/2024		Bank 1 Current Acct	BACS	Winter charges - Recreation Gr	Wave	Z	36.98		36.98
274	27/06/2024		Bank 1 Current Acct	BACS	Tools & Equipment	Screwfix	S	101.45	20.29	121.74
275	28/06/2024		Bank 1 Current Acct	BACS	Workshop	Murray Steel Buildings	S	9,489.00	1,897.80	11,386.80
275	28/06/2024		Bank 1 Current Acct	BACS	Failed Payment	Stephen B Wiley Entertain	X	409.50		409.50
276	26/06/2024		Bank 1 Current Acct	BACS	Failed Payment	Stephen B Wiley Entertain	X	-409.50		-409.50
276	26/06/2024		Bank 1 Current Acct	DD	Mobile Telephones	Three	S	12.17	2.44	14.61
277	26/06/2024		Bank 1 Current Acct	DD	Mobile Telephones	Three	S	24.37	4.87	29.24
278	28/06/2024		Bank 1 Current Acct	DD	Bank charges	Lloyds Bank	E	7.00		7.00
278	28/06/2024		Bank 1 Deposit Acct	DD	Commercial Waste	Veolia	S	220.30	44.10	264.40
279	28/06/2024		Bank 1 Deposit Acct	DD	Commercial Waste	Veolia	S	161.60	32.32	193.92
280	05/07/2024		Bank 1 Current Acct	DD	Electricity - Horse Pavilion	SSE	L	9.69	0.48	10.17
281	05/07/2024		Bank 1 Current Acct	BACS	Streightening Contract	Cocsons UK Ltd	S	400.00	80.00	480.00
282	05/07/2024		Bank 1 Current Acct	BACS	Water charges - Town Hall	Wave	Z	192.85		192.85
282	05/07/2024		Bank 1 Current Acct	BACS	Petty Cash Refund	Mrs R McCarthy	X	55.00		55.00
283	05/07/2024		Bank 1 Current Acct	BACS	Petty Cash Refund	Mrs R McCarthy	X	3.00		3.00
284	05/07/2024		Bank 1 Current Acct	BACS	Photocopying	Aurora	S	240.00	48.00	288.00
285	05/07/2024		Bank 1 Current Acct	BACS	Legal fees	Norfolk County Council	S	79.50	15.90	95.40
286	05/07/2024		Bank 1 Current Acct	BACS	WiFi	Virgin Media Business	S	39.00	7.80	46.80
287	05/07/2024		Bank 1 Current Acct	BACS	Electricity - River Green	E.on	L	222.59	11.13	233.72
287	05/07/2024		Bank 1 Current Acct	BACS	Cleaning Services	Norwich Cleaning Services	S	630.24	126.05	756.29
287	05/07/2024		Bank 1 Current Acct	BACS	Cleaning Services	Norwich Cleaning Services	S	630.24	126.05	756.29
288	05/07/2024		Bank 1 Current Acct	BACS	Cleaning Services	Norwich Cleaning Services	S	630.24	126.05	756.29
288	05/07/2024		Bank 1 Current Acct	BACS	Door Locks	A C Leigh	S	116.98	23.40	140.38
289	05/07/2024		Bank 1 Current Acct	BACS	Door Locks	A C Leigh	S	48.38	9.68	58.06
290	05/07/2024		Bank 1 Current Acct	BACS	Event First Aid	Norfolk Event Medical Serv	X	450.00		450.00
291	05/07/2024		Bank 1 Current Acct	BACS	allotment maintenance	Pinks	S	2,643.89	528.18	3,172.07
291	05/07/2024		Bank 1 Current Acct	BACS	Play Equipment Inspection	ROSPA Play Safety Ltd	S	193.00	38.60	231.60
291	05/07/2024		Bank 1 Current Acct	BACS	Play Equipment Inspection	ROSPA Play Safety Ltd	S	193.00	38.60	231.60

Scribe

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Thorpe St Andrew Town Council  
PAYMENTS LIST

31 July 2024 (2024-2025)

Voucher	Code	Date	Minutes	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
292	Additional Events	05/07/2024		Bank 1 Current Acct	BACS	Banners	Premier Print	S	60.00	12.00	72.00
292	Commemorative Events	05/07/2024		Bank 1 Current Acct	BACS	Banners	Premier Print	S	30.00	6.00	36.00
292	Sales	05/07/2024		Bank 1 Current Acct	BACS	Banners	Premier Print	S	30.00	6.00	36.00
293	Additional Events	05/07/2024		Bank 1 Current Acct	BACS	Advertising	Thorpe Players	X	40.00		40.00
294	Salary	08/07/2024		Bank 1 Current Acct	BACS	Salary		X	2,315.22		2,315.22
295	Salary	08/07/2024		Bank 1 Current Acct	BACS	Salary		X	767.73		767.73
296	Salary	08/07/2024		Bank 1 Current Acct	BACS	Salary		X	657.14		657.14
297	Salary	08/07/2024		Bank 1 Current Acct	BACS	Salary		X	2,284.27		2,284.27
298	Salary	08/07/2024		Bank 1 Current Acct	BACS	Salary		X	1,538.77		1,538.77
299	Salary	08/07/2024		Bank 1 Current Acct	BACS	Salary		X	1,538.61		1,538.61
300	Salary	08/07/2024		Bank 1 Current Acct	BACS	Salary		X	3,038.99		3,038.99
301	Salary	08/07/2024		Bank 1 Current Acct	BACS	Salary		X	684.84		684.84
302	Salary	08/07/2024		Bank 1 Current Acct	BACS	tax/nic	HMRC	X	552.51		552.51
303	Employers NIC	08/07/2024		Bank 1 Current Acct	BACS	employers nic	HMRC	X	333.12		333.12
304	Salary	08/07/2024		Bank 1 Current Acct	BACS	tax/nic	HMRC	X	-70.20		-70.20
305	Salary	08/07/2024		Bank 1 Current Acct	BACS	tax nic	HMRC	X	-126.00		-126.00
306	Salary	08/07/2024		Bank 1 Current Acct	BACS	tax nic	HMRC	X	500.86		500.86
307	Employers NIC	08/07/2024		Bank 1 Current Acct	BACS	employers nic	HMRC	X	306.46		306.46
308	Salary	08/07/2024		Bank 1 Current Acct	BACS	Tax NI	HMRC	X	210.85		210.85
309	Employers NIC	08/07/2024		Bank 1 Current Acct	BACS	Employers NIC	HMRC	X	154.64		154.64
310	Salary	08/07/2024		Bank 1 Current Acct	BACS	Tax NI	HMRC	X	171.82		171.82
311	Employers NIC	08/07/2024		Bank 1 Current Acct	BACS	Employers NIC	HMRC	X	145.97		145.97
312	Salary	08/07/2024		Bank 1 Current Acct	BACS	Tax NI	HMRC	X	805.35		805.35
313	Employers NIC	08/07/2024		Bank 1 Current Acct	BACS	Employers NIC	HMRC	X	464.62		464.62
314	Salary	08/07/2024		Bank 1 Current Acct	BACS	Tax NI	HMRC	X	171.20		171.20
315	Employers NIC	08/07/2024		Bank 1 Current Acct	BACS	Employers NIC	HMRC	X	20.40		20.40
316	Salary	08/07/2024		Bank 1 Current Acct	BACS	pension	Norfolk Pension Fund	X	206.17		206.17
317	Pension Employer	08/07/2024		Bank 1 Current Acct	BACS	pension employer	Norfolk Pension Fund	X	729.54		729.54
318	Salary	08/07/2024		Bank 1 Current Acct	BACS	pension	Norfolk Pension Fund	X	42.95		42.95
319	Pension Employer	08/07/2024		Bank 1 Current Acct	BACS	pension employer	Norfolk Pension Fund	X	170.31		170.31
320	Salary	08/07/2024		Bank 1 Current Acct	BACS	pension	Norfolk Pension Fund	X	32.78		32.78
321	Pension Employer	08/07/2024		Bank 1 Current Acct	BACS	employers pension	Norfolk Pension Fund	X	129.68		129.68
322	Salary	08/07/2024		Bank 1 Current Acct	BACS	pension	Norfolk Pension Fund	X	193.62		193.62
323	Pension Employer	08/07/2024		Bank 1 Current Acct	BACS	'employers pension	Norfolk Pension Fund	X	685.11		685.11
324	Salary	08/07/2024		Bank 1 Current Acct	BACS	Pension	Norfolk Pension Fund	X	105.31		105.31

by Scribe

Thorpe St Andrew Town Council  
PAYMENTS LIST

31 July 2024 (2024-2025)

Voucher Code	Debit	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
325	Employers Pension	08/07/2024	Bank 1 Current Acco	BACS	Employers Pension	Norfolk Pension Fund	X	417.62		417.62
326	Salary	08/07/2024	Bank 1 Current Acco	BACS	Pension	Norfolk Pension Fund	X	108.96		108.96
327	Pension Employer	08/07/2024	Bank 1 Current Acco	BACS	Employers Pension	Norfolk Pension Fund	X	432.07		432.07
328	Salary	08/07/2024	Bank 1 Current Acco	BACS	Pension	Norfolk Pension Fund	X	280.49		280.49
329	Pension Employer	08/07/2024	Bank 1 Current Acco	BACS	Employers Pension	Norfolk Pension Fund	X	948.71		948.71
330	Salary	08/07/2024	Bank 1 Current Acco	BACS	Pension	Norfolk Pension Fund	X	49.82		49.82
331	Employers Pension	08/07/2024	Bank 1 Current Acco	BACS	Employers Pension	Norfolk Pension Fund	X	208.35		208.35
332	Student Loan	08/07/2024	Bank 1 Current Acco	BACS	Student Loan	HMRC	X	98.00		98.00
333	Electricity	03/07/2024	Bank 1 Current Acco	DD	Electricity - Rowley Hall	British Gas	L	48.48	2.42	50.90
334	Electricity	03/07/2024	Bank 1 Current Acco	dd	Electricity - Town Hall	British Gas	S	242.12	48.12	290.24
335	Equipment Hire	08/07/2024	Bank 1 Current Acco	dd	Lease payment	Novuna Business Finance	S	654.00	130.80	784.80
336	Additional Events	10/07/2024	Bank 1 Current Acco	BACS	Event Entertainment	Broad Bandits	X	575.00		575.00
337	Fuel & machinery maintenance	10/07/2024	Bank 1 Current Acco	BACS	Mower Repairs	Ernest Doe and Sons	S	443.98	68.80	512.78
338	Energy charge	10/07/2024	Bank 1 Current Acco	BACS	Streetlighting Contract	TotalEnergies Gas & Power	S	3,442.81	688.56	4,131.37
339	Insurance	10/07/2024	Bank 1 Current Acco	BACS	Insurance Addition	Zurich Municipal	E	153.94		153.94
340	Field Maintenance Contract	10/07/2024	Bank 1 Current Acco	BACS	Grounds Maintenance	Norse	S	1,475.69	295.14	1,770.83
341	Projects	10/07/2024	Bank 1 Current Acco	BACS	Building & Park Maintenance	P Reynolds	X	1,056.00		1,056.00
341	Town Hall	10/07/2024	Bank 1 Current Acco	BACS	Building & Park Maintenance	P Reynolds	X	125.00		125.00
342	Fuel	15/07/2024	Bank 1 Current Acco	DD	Fuel	Fuel Genie	S	120.46	24.09	144.55
342	Fuel & machinery maintenance	15/07/2024	Bank 1 Current Acco	DD	Fuel	Fuel Genie	S	79.36	15.87	95.23
343	Gas	16/07/2024	Bank 1 Current Acco	DD	Gas - Morse Pavilion	British Gas	L	94.71	4.73	99.44
344	Additional Events	17/07/2024	Bank 1 Current Acco	BACS	Entertainer	Head over Heels	X	500.00		500.00
345	Tools & Equipment	17/07/2024	Bank 1 Current Acco	BACS	Park Miscellaneous	Trade UK	S	15.83	3.16	18.99
345	Uniform	17/07/2024	Bank 1 Current Acco	BACS	Parks Miscellaneous	Trade UK	E	47.99		47.99
346	Hillside water charges	17/07/2024	Bank 1 Current Acco	BACS	Water Charges - Hillside Allotm	Wave	Z	150.00		150.00
347	WiFi	18/07/2024	Bank 1 Current Acco	BACS	WiFi	Virgin Media Business	S	78.00	15.60	93.60
348	Electricity	19/07/2024	Bank 1 Current Acco	BACS	Electricity - River Green	British Gas	L	66.91	3.34	70.25
349	Telephone	23/07/2024	Bank 1 Current Acco	DD	Barrier line rental	Wireless Logic Ltd	S	4.32	0.86	5.18
350	Electricity	24/07/2024	Bank 1 Current Acco	BACS	Electricity - Morse Pavilion	British Gas	L	112.80	5.64	118.44
351	Electricity	26/07/2024	Bank 1 Current Acco	BACS	Electricity - Cafe	British Gas	S	560.05	112.01	672.06
352	Telephone	26/07/2024	Bank 1 Current Acco	DD	Mobile Telephones	Three	S	15.65	3.13	18.79
353	Bank charges	26/07/2024	Bank 1 Current Acco	DD	Mobile Telephones	Three	S	20.88	4.18	25.06
354	Bottle Bank	29/07/2024	Bank 1 Current Acco	DD	Bank charges	Lloyds Bank	E	7.00		7.00
354	Bottle Bank	29/07/2024	Bank 1 Current Acco	DD	Bottle bank	URH UK	S	28.80	5.76	34.56
355	Wheelie/fitter/dog bins	29/07/2024	Bank 1 Deposit Acco	DD	Commercial Waste	Voxilla	S	185.16	37.03	222.19

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

31 July 2024 (2024-2025)

Voucher Code	Date	Minutes	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
355 Wheeled/litter/dog bins	29/07/2024		Bank 1 Deposit Acct	DD	Commercial Waste	Veolia	S	138.04	27.61	165.65
356 Telephone	26/07/2024		Bank 1 Current Acct	Credit Card	Microsoft Teams	Microsoft	E	24.60		24.60
356 Telephone	26/07/2024		Bank 1 Current Acct	Credit Card	Microsoft Teams	Microsoft	E	19.68		19.68
357 Subscriptions	26/07/2024		Bank 1 Current Acct	Credit Card	Adobe Subscription	Adobe	S	16.64	3.33	19.97
358 Telephone	26/07/2024		Bank 1 Current Acct	Credit Card	WiFi	Vod	X	20.00		20.00
358 Telephone	26/07/2024		Bank 1 Current Acct	Credit Card	WiFi	Vod	X	20.00		20.00
359 Subscriptions	26/07/2024		Bank 1 Current Acct	Credit Card	Microsoft Teams	Microsoft	E	646.80		646.80
360 Office equipment	26/07/2024		Bank 1 Current Acct	Credit Card	Office Equipment	Amazon	S	7.49	1.50	8.99
360 Office equipment	26/07/2024		Bank 1 Current Acct	Credit Card	Office Equipment	Amazon	S	10.37	2.07	12.44
361 Stationery	26/07/2024		Bank 1 Current Acct	Credit Card	Stationery	Amazon	S	18.25	3.65	21.90
361 Stationery	26/07/2024		Bank 1 Current Acct	Credit Card	Stationery	Amazon	X	24.99		24.99
362 Commemorative Events	26/07/2024		Bank 1 Current Acct	Credit Card	Catering Provisions	Makro	S	34.48	6.90	41.38
363 Commemorative Events	26/07/2024		Bank 1 Current Acct	Credit Card	Facebook Advertising	Facebook Ads	X	14.00		14.00
363 Sales	26/07/2024		Bank 1 Current Acct	Credit Card	Facebook Advertising	Facebook Ads	X	3.00		3.00
363 Sales	26/07/2024		Bank 1 Current Acct	Credit Card	Facebook Advertising	Facebook Ads	X	11.00		11.00
364 Vehicle Maintenance	26/07/2024		Bank 1 Current Acct	Credit Card	Vehicle parts	Wilco	S	28.33	5.66	33.99
365 One Off Payments	26/07/2024		Bank 1 Current Acct	Credit Card	Wristbands	eBay	X	75.98		75.98
366 Vehicle Maintenance	26/07/2024		Bank 1 Current Acct	Credit Card	Vehicle Tax	DVLA	X	337.50		337.50
<b>Total</b>								<b>51,381.85</b>	<b>4,897.40</b>	<b>56,279.25</b>

### Thorpe St Andrew Town Council

Prepared by: Rachel McCarthy RFO Date: 31/07/24.  
Name and Role (Clerk/RFO etc)

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

<b>Bank Reconciliation at 31/07/2024</b>		
	Cash in Hand 01/04/2024	389,619.49
	<b>ADD</b>	
	Receipts 01/04/2024 - 31/07/2024	378,653.47
		768,272.96
	<b>SUBTRACT</b>	
	Payments 01/04/2024 - 31/07/2024	247,523.78
<b>A</b>	<b>Cash in Hand 31/07/2024</b> (per Cash Book)	<b>520,749.18</b>
Cash in hand per Bank Statements		
	Petty Cash	100.00
	Bank 1 Current Account	13,996.82
	Bank 1 Deposit Account	450,407.49
	Bank 2 Capital Account	56,244.87
		<b>520,749.18</b>
	Less unrepresented payments	
		520,749.18
	Plus unrepresented receipts	
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>520,749.18</b>
<b>A = B Checks out OK</b>		

**THORPE ST ANDREW TOWN COUNCIL - Q1 BUDGET REPORT 2024/25**

ALLOTMENTS	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%	OVER/UNDER SPEND	CODIC TOTAL
<b>PAYMENTS</b>											
Dussindale Maintenance	1689	461	1500					0.00	0%		
Dussindale Rent	405	400	450	399.93				399.93	89%		
Dussindale Water	498	845	500	0.00				0.00	0%		
Hillside Maintenance	1477	1534	2000					0.00	0%		
Hillside Water	1658	786	1050	0.00				0.00	0%		
Rent & Deposit	225	252						0.00	0%		
<b>TOTAL</b>	<b>5950</b>	<b>4388</b>	<b>5500</b>	<b>399.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>399.93</b>	<b>7%</b>	<b>5100.07</b>	
<b>RECEIPTS</b>											
Dussindale Maintenance		70						0.00			
Hillside Maintenance		80						0.00			
Rent/deposits	5682	7068	5000	116.83				116.83	2%		
Water charges	1418	1489	1000	3.85				3.85	0%		
<b>TOTAL</b>	<b>7080</b>	<b>8897</b>	<b>6800</b>	<b>120.68</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>120.68</b>	<b>2%</b>	<b>-5879.32</b>	<b>-779.25</b>
<b>BROADLAND DC ELECTIONS</b>											
<b>PAYMENTS</b>											
Election costs	4773	15050	9000					0.00	0%		
<b>TOTAL</b>	<b>4773</b>	<b>15050</b>	<b>9000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>9000.00</b>	<b>9000.00</b>
<b>BUILDING MAINTENANCE</b>											
<b>PAYMENTS</b>											
Town Hall	4200	8297	7000	582.43				582.43	8%		
Morse Pavilion	10285	8267	7000	712.45				712.45	10%		
Roadley Hall	4540	2515	3000	580.63				580.63	19%		
Cafe	1739	516	1000	177.75				177.75	18%		
River Green	10235	4403	3000	411.70				411.70	14%		
<b>TOTAL</b>	<b>31284</b>	<b>24004</b>	<b>21000</b>	<b>2444.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2444.96</b>	<b>12%</b>	<b>18555.04</b>	
<b>RECEIPTS</b>											
Town Hall	57							0.00			
Morse Pavilion		220						0.00			
Cafe	40							0.00			
<b>TOTAL</b>	<b>97</b>	<b>220</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>18555.04</b>
<b>BUSINESS SPONSORSHIP</b>											
<b>PAYMENTS</b>											
Payments	1714	0	500					0.00	0%		
<b>TOTAL</b>	<b>1714</b>	<b>0</b>	<b>500</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>500.00</b>	
<b>RECEIPTS</b>											
Receipts	673	0	1000					0.00	0%		
<b>TOTAL</b>	<b>673</b>	<b>0</b>	<b>1000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>-1000.00</b>	<b>-500.00</b>
<b>CAPITAL SPENDING</b>											
<b>PAYMENTS</b>											
Asset Replacement	36868	690	5000	11900.00				11900.00	238%		
Buildings & Amenities Areas	83804	4945	7500	9489.00				9489.00	127%		
Town Hall	3225	23000	5000					0.00	0%		
Projects	6295	1980	47250					0.00	0%		
War Memorial								0.00	0%		
<b>TOTAL</b>	<b>140192</b>	<b>30815</b>	<b>84750</b>	<b>21389.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21389.00</b>	<b>33%</b>	<b>43361.00</b>	<b>43361.00</b>
<b>CEMETERY</b>											
<b>PAYMENTS</b>											
Maintenance		400						0.00	#DIV/0!		
Water Charges	230	308						0.00	#DIV/0!		
<b>TOTAL</b>	<b>230</b>	<b>708</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#DIV/0!</b>	<b>0.00</b>	<b>0.00</b>
<b>COMM. INFRASTRUCTURE LEVY</b>											
<b>PAYMENTS</b>											
Payments											
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>RECEIPTS</b>											
Receipts	10225	2984						0.00			
<b>TOTAL</b>	<b>10225</b>	<b>2984</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>CONTINGENCY</b>											
<b>PAYMENTS</b>											
Payments			5000								
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>5000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>5000.00</b>	<b>5000.00</b>

EVENTS	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
One Off Payments	1654	2608	2000	2784.02				2784.02	139%
St Georges Day	630	1688						0.00	#DIV/0!
Fireworks	11085	16176	16000	2000.00				2000.00	13%
Remembrance Day	990	1116	1500					0.00	0%
Xmas Event	7010	8987	2500	2523.32				2523.32	101%
Sovereign Events	10841	6901						0.00	#DIV/0!
Additional Events	428	3221	2000	6989.78				6989.78	349%
Commemorative Events			5000	1874.00				1874.00	37%
Sales				20.00				20.00	
<b>TOTAL</b>	<b>32488</b>	<b>37677</b>	<b>28000</b>	<b>18191.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18191.10</b>	<b>58%</b>
<b>RECEIPTS</b>									
One Off Payments		30						0.00	
St Georges Day	667	958						0.00	#DIV/0!
Fireworks	33252	30131	15000	275.00				275.00	2%
Xmas Event	1824	2033	2500	50.00				50.00	2%
Sovereign Events	3458	2207						0.00	#DIV/0!
Additional Events	516	2824	2000	1247.23				1247.23	62%
Commemorative Events			3000	477.54				477.54	16%
Sales				526.06				526.06	
<b>TOTAL</b>	<b>39717</b>	<b>38186</b>	<b>22500</b>	<b>2575.83</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2575.83</b>	<b>11%</b>

11808.90

-18924.17

-8115.27

FITZMAURICE PARK/TOWN HALL	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Cleaning	541	678	1000	145.53				144.53	
Cricket Maintenance	958							0.00	#DIV/0!
Electricity	4366	5203	6000	1553.69				1553.69	26%
Field Maintenance Contract	3599	425						0.00	#DIV/0!
Park Maintenance	3020	2219	3000	359.37				359.37	12%
Play Equipment Maintenance	171	1049	1000					0.00	0%
Water rates	613	427	700	0.00				0.00	0%
Wheeled/Litter/Dog Bins	2412	1915	2000	554.65				554.65	28%
Youth Shelter Maintenance	177		400					0.00	0%
Tennis Court Maintenance			100	51.96				51.96	52%
<b>TOTAL</b>	<b>15427</b>	<b>11914</b>	<b>14200</b>	<b>2664.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2664.20</b>	<b>19%</b>
<b>RECEIPTS</b>									
Field Maintenance Contract	3230							0.00	
Cricket Income	2436	153	150					0.00	0%
Lebrings	16743	12833	15000	2416.67				2416.67	16%
Other Income	260	398	400	41.66				41.66	
<b>TOTAL</b>	<b>22859</b>	<b>13388</b>	<b>15550</b>	<b>2458.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2458.33</b>	<b>16%</b>

11535.80

-13091.67

-1555.87

GRANTS	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Payments	1321	446						0.00	
<b>TOTAL</b>	<b>1321</b>	<b>446</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>RECEIPTS</b>									
Receipts	1767	3195		6452.00				6452.00	
<b>TOTAL</b>	<b>1767</b>	<b>3195</b>	<b>0</b>	<b>6452.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6452.00</b>	<b>0%</b>

0.00

6452.00

6452.00

LEASES	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Payments	4402	4074	4100	339.46				339.46	8%
<b>TOTAL</b>	<b>4402</b>	<b>4074</b>	<b>4100</b>	<b>339.46</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>339.46</b>	<b>8%</b>

3780.54

3780.54

LEGAL FEES	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Legal Charges	18498	7898	8000	348.90				348.90	4%
<b>TOTAL</b>	<b>18498</b>	<b>7898</b>	<b>8000</b>	<b>348.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>348.90</b>	<b>4%</b>
<b>RECEIPTS</b>									
Receipts	15388			0.00	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>15388</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

7651.10

0.00

7651.10

LOAN REPAYMENT	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Roxley Hall Loan	18200	19434	19018	9560.82				9560.82	50%
Town Hall Loan	3850	3606	3782					0.00	0%
River Green Lights	3566	3566	3566	1783.14				1783.14	50%
<b>TOTAL</b>	<b>25622</b>	<b>26806</b>	<b>26346</b>	<b>11343.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11343.96</b>	<b>43%</b>

15002.04

15002.04

NEIGHBOURHOOD & TOWN PLAN	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Neighbourhood/Town Plan	3750	3600	1000					0.00	0%
<b>TOTAL</b>	<b>3750</b>	<b>3600</b>	<b>1000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>RECEIPTS</b>									
Neighbourhood/Town Plan	3330							0.00	
<b>TOTAL</b>	<b>3330</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

1000.00

0.00

1000.00

NEWSLETTER	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Newsletter	4431	2848	3000					0.00	0%
<b>TOTAL</b>	<b>4431</b>	<b>2848</b>	<b>3000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

3000.00 3000.00

PRECEPT	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>RECEIPTS</b>									
Precept	534560	550854	805870	302935.00				302935.00	50%
<b>TOTAL</b>	<b>534560</b>	<b>550854</b>	<b>805870</b>	<b>302935.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>302935.00</b>	<b>50%</b>

##### -302935.00

RIVER GREEN	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Stalthe Picnic Area								0.00	
Electricity	1987	1712	2500	480.04				480.04	18%
River Green Maintenance	1679	840	3000	457.18				457.18	15%
War Memorial Maintenance		30						0.00	
Rates (Toilets)								0.00	
Electricity (Toilets)	1231	906	1700	43.48				43.48	3%
Cleaning (Toilets)	191	8424	7000	1280.48				1280.48	18%
Water (Toilets)	1524	1488	1000					0.00	0%
<b>TOTAL</b>	<b>6622</b>	<b>11378</b>	<b>15200</b>	<b>2221.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2221.18</b>	<b>15%</b>
<b>RECEIPTS</b>									
Electricity	1760	1810	1900					0.00	
Income	713	890	1500					0.00	0%
<b>TOTAL</b>	<b>2473</b>	<b>2300</b>	<b>2500</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

12978.82  
-2500.00 10478.82

ROXLEY HALL	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Cleaning	590	695	700	1477.23				1427.23	20%
Electricity	1025	1243	1500	334.70				334.70	22%
Gas	1587	2138	2100					0.00	0%
Miscellaneous	965	132	200					0.00	0%
Rates	5548	5088	5000	4666.37				4666.37	93%
Water	305	814	500	228.54				228.54	46%
Lettings	66	147						0.00	
Telephone	1514	425	500	78.00				78.00	16%
<b>TOTAL</b>	<b>11568</b>	<b>16687</b>	<b>16800</b>	<b>6734.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6734.84</b>	<b>40%</b>
<b>RECEIPTS</b>									
Miscellaneous	75								
Lettings	15491	15743	14000	3373.35				3373.35	24%
<b>TOTAL</b>	<b>15569</b>	<b>15743</b>	<b>14000</b>	<b>3373.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3373.35</b>	<b>24%</b>

10065.16  
-10826.65 -561.49

S108 PAYMENTS & DONATIONS	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Section 108									
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>RECEIPTS</b>									
Section 108	52458								
<b>TOTAL</b>	<b>52458</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

0.00  
0.00 0

S137 PAYMENTS & DONATIONS	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
S137 Payments & Donations	550	281	450	565.29				565.29	126%
<b>TOTAL</b>	<b>550</b>	<b>281</b>	<b>450</b>	<b>565.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>565.29</b>	<b>0%</b>
<b>RECEIPTS</b>									
S137 Payments & Donations				25.00				25.00	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25.00</b>	<b>0%</b>

-115.29  
25.00 -90.29

SALARIES	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
G Salary, Employer NIC & Pension	4423								
Student Loan	585	905	800	159.00				169.00	20%
H Salary	26184	31183	32076	7880.00				7880.00	25%
H Pension Employer	8425	7541	7377	1844.37				1844.37	25%
H Employer NIC	2575	3173	3000	792.81				792.81	28%
J Salary	22208	24701	24702	6175.50				6175.50	25%
J Pension Employer	5330	5805	5882	1420.38				1420.38	25%
J Employer NIC	1912	2153	2000	538.41				538.41	27%
K Salary	22208	24701	24702	6175.50				6175.50	25%
K Pension Employer	5330	5805	5882	1420.38				1420.38	25%
K Employer NIC	1912	2153	2000	538.41				538.41	27%
L Salary	20259							0.00	#DIV/0!
L Pension Employer	4307							0.00	#DIV/0!
L Employer NIC	2302							0.00	#DIV/0!
M Salary	67600	51654	49498	12374.49				12374.49	25%
M Pension Employer		8499	11385	2846.13				2846.13	25%
M Employer NIC		3084	3700	1393.88				1393.86	38%
N Salary	30324	35767	35745	8936.25				8936.25	26%
N Pension Employer	7278	8402	8222	2055.33				2055.33	25%
N Employer NIC	3090	3679	3500	919.38				919.38	26%
P Salary	20141	20482	20713	5178.24				5178.24	25%
P Pension Employer			4784	1191.00				1191.00	26%
P Employer NIC	1614	1573	1400	400.77				400.77	26%
Q Salary	5525	19818	20028	5007.24				5007.24	25%
Q Pension Employer	1326	4857	4807	1151.67				1151.67	25%
Q Employer NIC	344	1480	1400	377.19				377.19	27%
R Salary	948	13210	13581					0.00	0%
R Pension Employer	226	3104	3119					0.00	0%
R Employer NIC	26	568	500					0.00	0%
S Salary		6863	12000	1166.82				1166.82	10%
S Pension Employer	1600	2760	2683					268.37	10%
S Employer NIC		96		0.00				0.00	
Salary Contingency			5000					0.00	0%
<b>TOTAL</b>	<b>254404</b>	<b>290656</b>	<b>309924</b>	<b>78191.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>78191.50</b>	<b>23%</b>

239732.50

239732.50

SIR GEORGE MORSE PARK & PAVILION	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Cleaning and Cleaning Materials	1760	4600	7000	1413.82				1413.82	20%
Electricity	5267	5091	5000	1239.50				1239.50	25%
Equipment Hire	2490	1605	2000	275.00				275.00	14%
Field Maintenance Contract	10316	15455	17000	2951.38				2951.38	17%
Fuel	2509	2235	2300	479.27				479.27	21%
Grounds Machinery Maintenance	1280	2187	3000	159.58				159.58	5%
Materials Fixtures & Fittings	883	268	1000					0.00	0%
Miscellaneous		27						0.00	
Gas	1583	1231	1000	593.43				593.43	59%
Park Maintenance	1437	2310	3500	148.22				148.22	4%
Play Equipment Maintenance	444	1241						0.00	#DIV/0!
Telephone	1589	557	800	141.73				141.73	24%
Tools & Equipment	1597	611	1000					0.00	0%
Trainin	320							0.00	
Water Rates	1781	1879	1800	169.95				169.95	11%
Wheelchairs/dog bins	2477	1822	2000	495.75				495.75	25%
Football Maintenance	663	7443	5000	1100.00				1100.00	22%
Rates	2470	2470	2500	2470.05				2470.05	99%
Feed-In Tariff	1273	1176	1500					0.00	0%
Tennis Courts Maintenance		110	500	90.95				90.95	18%
Health & Safety	3147	2057	1000	22.20				22.20	2%
Vehicle Maintenance	2940	1930	2000	684.60				684.60	35%
<b>TOTAL</b>	<b>46205</b>	<b>58083</b>	<b>60000</b>	<b>12445.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12445.33</b>	<b>21%</b>
<b>RECEIPTS</b>									
Electricity	1380	1975	2000	0.00				0.00	0%
Field Maintenance Contract	3230							0.00	
Fuel	50	25						0.00	
Gas								0.00	
Tools & Equipment	7109	333						0.00	
Football Income	7382	8208	8000	137.50				137.50	2%
Lettings	5400	4500	5400	1118.57				1118.57	21%
Rates	1494							0.00	
Feed-In Tariff	1273		1500	1340.71				1340.71	
Telephone	10	1176						0.00	
<b>TOTAL</b>	<b>27308</b>	<b>16215</b>	<b>18900</b>	<b>2594.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2594.78</b>	<b>15%</b>

47554.87

-14305.22

33249.45



STREET FURNITURE	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Cleaning bus shelters	1695	1583	1800	430.00				430.00	24%
Repairs and Maintenance	254	468	1000	150.59				150.59	15%
Memorial Donation	75	1290						0.00	
<b>TOTAL</b>	<b>2024</b>	<b>3523</b>	<b>2800</b>	<b>580.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>580.59</b>	<b>21%</b>
<b>RECEIPTS</b>									
Memorial Donation	143.07	1007						0.00	
<b>TOTAL</b>	<b>143.07</b>	<b>1007</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

2219.41  
0.00 2219.41

STREET LIGHTING	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Energy Charge	36988	49010	38000	8632.87				8632.87	23%
Maintenance Contract	4900	4400	6000	800.00				800.00	13%
Repairs	19152	19301	15000					0.00	0%
Structural Testing								0.00	0%
<b>TOTAL</b>	<b>60550</b>	<b>72711</b>	<b>59000</b>	<b>9432.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9432.87</b>	<b>16%</b>

49567.13 49567.13

TOWN COUNCIL OFFICE	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Audit	1425	1815	2000	135.00				135.00	7%
Bank charges	118	143	200	46.00				46.00	23%
Mayors Expenses	409	72	300					0.00	0%
Computer/Photocopier	850	40						0.00	0%
Insurance	8486	9882	10000	11418.44				11418.44	114%
Miscellaneous	441	155	250	10.32				10.32	4%
Office equipment	940	738	1500	131.64				131.64	9%
Telephone	1458	1552	2000	185.09				185.09	9%
Postage	25	281	250	92.02				92.02	37%
Stationery	310	235	250	26.81				26.81	11%
Subscriptions	6059	6168	5000	2652.34				2652.34	53%
Training M&S	2609	5422	5000	2110.00				2110.00	42%
Bottle Bank	130	189	200	32.40				32.40	16%
Photocopy charges	1056	834	1000	0.00				0.00	0%
Rates	3393	3044	3400	3043.90				3043.90	90%
HR Costs	330	786	2000	3061.80				3061.80	153%
Uniform		823	1000	78.87				78.87	8%
<b>TOTAL</b>	<b>28036</b>	<b>33160</b>	<b>34350</b>	<b>23024.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23024.63</b>	<b>87%</b>
<b>RECEIPTS</b>									
Mayors Expenses								0.00	
Miscellaneous	475	141	100					0.00	
Subscriptions	1250							0.00	
Bank Charges	-1							0.00	
Bank Interest	983	5418	2000	1543.35				1543.35	77%
Bottle bank	417		300	0.00				0.00	0%
Telephone	14							0.00	0%
<b>TOTAL</b>	<b>3108</b>	<b>5559</b>	<b>2400</b>	<b>1543.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1543.35</b>	<b>64%</b>

11325.37  
-858.65 10468.72

TREE MANAGEMENT	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Tree Expenditure	9174	2483	9000	0.00				0.00	0%
<b>TOTAL</b>	<b>9174</b>	<b>2483</b>	<b>9000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

9000.00 9000.00

VERGE CUTTING	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Fuel & Machinery Maintenance	904	3178	3200	353.18				353.18	10%
Verge Cutting	883	3510	1000	75.00				75.00	8%
Equipment Hire	4820	4234	5300	1962.00				1962.00	37%
<b>TOTAL</b>	<b>6207</b>	<b>10922</b>	<b>9500</b>	<b>2390.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2390.18</b>	<b>24%</b>
<b>RECEIPTS</b>									
Verge Cutting	18845	21370	22000	21370.23				21370.23	97%
<b>TOTAL</b>	<b>18845</b>	<b>21370</b>	<b>22000</b>	<b>21370.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21370.23</b>	<b>97%</b>

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WEBSITE	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Website Costs	1420	625	1000	540.00				540.00	54%
<b>TOTAL</b>	<b>1420</b>	<b>625</b>	<b>1000</b>	<b>540.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>540.00</b>	<b>54%</b>

460.00 375

YOUTH COUNCIL	Actual 22/23	Actual 23/24	Budget 24/25	Q1	Q2	Q3	Q4	YTD	%
<b>PAYMENTS</b>									
Payments									
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

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	Q1	Q2	Q3	Q4	YTD	RESULT	
Expenditure	708720	183248	0	0	183248	525472	26%
Income	102850	40514	0	0	40514	-82338	39%
Practise Performance	605870	142734	0	0	142734	483138	24%

\* LEGAL FEES £7,700.63 STILL OWED





## Thorpe St Andrew Town Council



### Item 9.1 Full Town Council Meeting: 5 August 2024

#### GRAYS FUNFAIR PROPOSAL

For members to consider permission for Grays Funfair to run from Fitzmaurice Park for the long Spring Bank Holiday weekend 2025

#### Background

The office of the Town Council was approached by Larry Gray, seeking permission to run a full Grays Funfair from one of the public parks in Thorpe St Andrew from 22-25 May 2025. Due to the commitment to the TSA FC tournament on 31 May/1 June and a better immediate infrastructure, the site of Fitzmaurice Park was proposed by the office, and agreed by Mr Gray.

#### Proposal

To operate a full funfair at Fitzmaurice Park for the following provisional dates and times:  
Thursday 22 May 6-9pm, Friday 23 May 6-9pm, Saturday 24 May 2-9pm, Sunday 25 May 2-6pm.

Personnel will be on site from Sunday 18 May and the site will be cleared by Tuesday 27 May, with skips on site for waste. Portable toilets will also be placed on site for personnel and visitors. There will be no direct demand on officer time, with Grays Funfairs taking responsibility for advertising, security, licences, risk assessments and insurance. Noise will be monitored at all times, with rides placed away from neighbouring properties. Event closure by 9pm on each operating day.

A fixed payment of £1,000 will be made by Grays Funfair for the provision of the park and a water supply for the period outlined, with opportunity for any car park takings.

#### Legal Implications

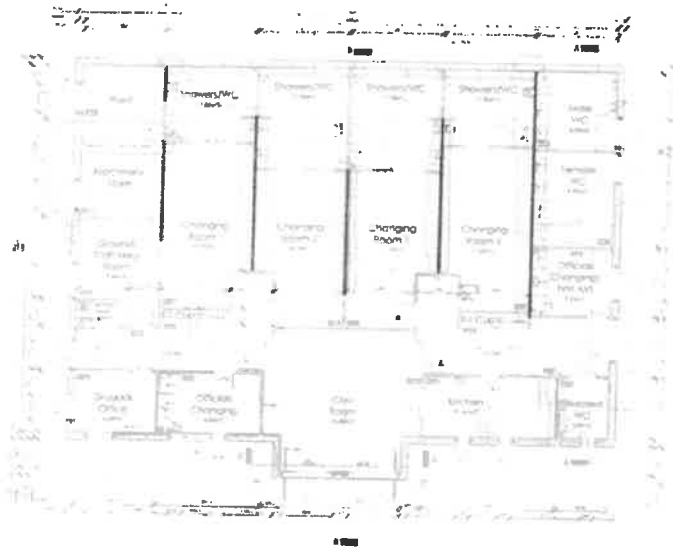
All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken 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.

#### Recommendation

Council is recommended to agree the proposal to offer residents a new event, with minimal demand for officers or volunteers. There is precedent for the funfair in council parks in Old Catton, Thetford and Costessey. It is suggested not to charge for car parking to encourage visitors to use the site and reduce road parking – messages which can also be managed via the Town Council website and social media. Engagement will be made with Norfolk Police by the office to mitigate anti-social behaviour, and a full site review to be undertaken by the office before, during and after the event to troubleshoot.

#### Financial Implications

There are some financial implications arising from this report.



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 Drawn by [Name]

**AMENDED PLAN**

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1. All electrical conduits shall be installed in accordance with the National Electrical Code (NEC) and local codes. All conduits shall be secured to the wall with straps and shall be protected by conduit covers where they pass through the wall.

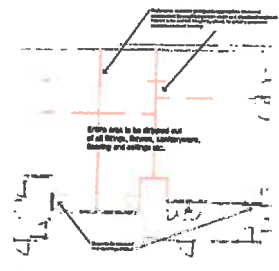
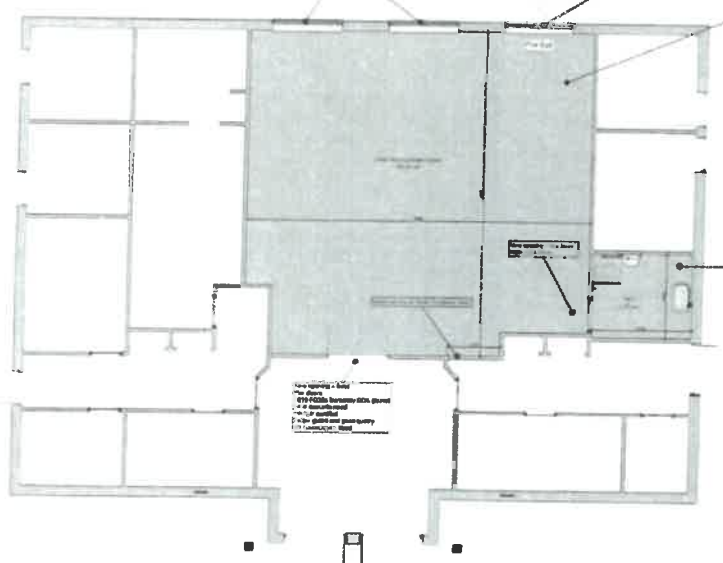
2. All electrical conduits shall be installed in accordance with the National Electrical Code (NEC) and local codes. All conduits shall be secured to the wall with straps and shall be protected by conduit covers where they pass through the wall.

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6. All electrical conduits shall be installed in accordance with the National Electrical Code (NEC) and local codes. All conduits shall be secured to the wall with straps and shall be protected by conduit covers where they pass through the wall.



Proposed Plan

Detail Plan

**A1**

Proposed Plan



Client: **Theresa St Andrew Term Court**

Project: **More Parking, Laundry Lane, Theresa St Andrew**

Phase: **Preparation of New Remodeling Plans**

Prepared By: **[Name]**

DATE	REVISION	BY
11/23/24		TT/2024
PROJECT: <b>HIS-00-00-DR-0-10</b>		
PHASE:	DESCRIPTION	BY
Stage 2	Employer's Requirements	MPH

**Harrison Barron Smith**

Professional Engineer  
 License No. 11111  
 State of Virginia

Early on Wednesday 24 July we found that Yarmouth Road had been completely closed to traffic with road closed barriers at the Buck Inn.

No-one had been made aware of this closure and there were no road closure or division signs in place on any part of Yarmouth Road to give notice to traffic particularly at Thunder Lane.

Consequently traffic was coming along the Yarmouth Road and turning into South Avenue expecting it to be a road that would take them around the closure. At 0845 there was a total jam in South Avenue with a builder's lorry and Tesco delivery van and many cars up to Stanmore Road.

No resident could leave their own drive to exit onto the Yarmouth Road.

A bus also had to turn round at the bottom of South Avenue as the driver was unaware of the closed road.

During the closure of the Heartsease Roundabout there had been some vehicles attempting to use South Avenue as a diversion.

On speaking to a member of NCC Highways team no record of the closure notice was noted that she could access.

**Who was told that a road closure was coming into force?**

**What is the protocol in place for road closures which are not an emergency?**

It was late morning before any road closures notices were put in place at the junction of Thunder Lane with the Yarmouth Road.

The road reopened around midday on Thursday 25 July 2024.

-----  
To rectify any future problem the current road sign at the entrance to South Avenue needs to be amended to reflect that it is a NO THROUGH ROAD. Currently all it states is South Avenue leading to Stanmore Road and Western Avenue.

NCC highways informed me that the issue of adding a No Through Road notice needs to start with a request to Thorpe St Andrew Town Council.

Please could an agenda item be inserted for the meeting on Monday 5 August 2024 asking:

**Consideration be made to amend the road signage at the bottom of South Avenue to clearly state that is a No Through Road.**