



THORPE ST ANDREW TOWN COUNCIL

Roxley Hall, Yarmouth Road, Thorpe St Andrew, NR7 0QF
Tel: (01603) 701048 Email: office@thorpeandrew-tc.gov.uk

Notice of Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at Roxley Hall on Monday 7 October at 7.30pm for the purpose of transacting the following business.

R.J. McCarthy

Operational Manager and Responsible Financial Officer

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 9 September 2024 [Page 1-4](#)
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
 - 5.2 - Norfolk Constabulary [Page 5](#)
 - 5.2 - County and District Councillors [Page 6](#)
 - 5.3 - Members of the Public
6. Finance
 - 6.2 - Payment List: VRs 444 - 530 [Page 7-10](#)
 - 6.2 - Bank Reconciliation Statement [Page 11](#)
 - 6.3 - Application for Business Debit Card - verbal
 - 6.4 - Disposal of Asset - verbal
 - 6.5 - Compact Tractor Lease [Page 12](#)
7. Events Update
8. Projects Overview [Page 13-14](#)
9. Appointment of Health & Safety/HR Consultants [Page 15](#)
10. To consider a motion to exclude press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960, as amended by The Local Government Act 1972, due to the disclosure of personal information
11. Extension to overtime arrangements
12. Personnel update

Future Agenda Items (Not for Discussion)

Next Town Council meeting	4 November 2024
Next Planning meeting	11 November 2024
Next Finance & Staffing meeting	18 November 2024

Chief Executive Officer – Michelle Barron

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL
Tel: 01603 701048 Email: office@thorpeandrew-tc.gov.uk

**Thorpe St Andrew Town Council
Minutes of the Town Council meeting
held on 9 September 2024 at 7:30pm**

1 Present:

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

Apologies: Mr T Garner, Ms L Barrett, Mr J Emsell

In attendance: Mrs R McCarthy (RFO and OM), Mrs D Wheatley (Administrative and Communication Officer), Mr J Calver (Parks and Estates Manager), Mrs L Weston (Administration and Committee Officer) and six members of the public.

2 Declarations of interest in items on the agenda – Cllr Friend declared an interest in agenda item 11 and Cllr Eden and Cllr Wiseman both declared an interest in agenda item 10.

3 To confirm the minutes of the Town Council meeting held on 5 August 2024.
The minutes of the meeting held on 5 August 2024 were signed and approved as a true record.

4 Announcements

4.1 The Town Mayor had great pleasure in opening the new and refurbished play equipment at Fitzmaurice Park, which has received a positive response from the community, being well used. Meeting with colleagues regularly over the past 4 weeks to discuss staffing issues, and also meeting the two new parks staff; welcome additions to the team. Thanks to Jason Calver for all his efforts over the spring and summer months in keeping things moving.

4.2 Town Clerk – The Operational Manager confirmed that Roger Taylor and Justin Davies had joined the Parks team and made a massive difference already. Following on from the last meeting, the Anglian Water/Yarmouth Road closure complaint were referred to Norfolk County Council but as didn't receive any direct complaints and had no evidence of any disruption they did not recognise as issue. The referral also included the request for 'no through road' signs on South Avenue and Bishops Close. NCC advised that Bishops Close had a sign but it was obscured so will be taken up with Highways, and South Avenue has been left with them for consideration. The Town Map design was referred to Thorpe St Andrew High School as requested. Answers were received from the consultant concerned for the River Green queries from the last meeting for discussion on a future agenda.

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 – Report noted. Due to shift patterns affecting the ability to attend meetings, the local police officer will meet regularly with Mrs Wheatley and a report will follow.

5.2 County and District Councillors – Report from Cllr Ward noted. Cllr Berry informed members that a planning application appeal for development of land on Laundry Close had been dismissed.

5.3 Members of the public

A member of the public raised concerns about the speeding of cars along Yarmouth Road. Having read a report in the EDP about a speeding campaign, which resulted in over 2000 speeding offences in Norfolk.

ACTION – Operational Manager to explore speeding issues on Yarmouth Rd with Norfolk Constabulary and report back.

A member of public asked why the bench midway on Thunder Lane had been removed and not replaced. The Operational Manager advised the bench was placed on private land and was removed for safety reasons. Conversations are ongoing with the original bench sponsor regards replacing it, but a more durable bench will be required and research into to the land ownership. The same member of public also raised concerns regarding building works at a property without planning permission. Cllr Wiseman had visited the site and spoken to the owner, and imparted the information garnered in response.

ACTION – Town Council will refer this matter to planning enforcement.

Father James advised that 10 September marks the 150th Anniversary of the Great Thorpe Railway Disaster. He thanked the Town Council for its assistance with the ceremony, including lighting the beacon. An invitation was extended to attend the church service where the Bishop of Norwich will dedicate a plaque to all those that lost their lives in the disaster. Notice of the Harvest Festival at the Church of the Good Shepherd on 6 Oct at 10.30, followed by a harvest lunch at 12.30pm - cost £7.

A member of public thanked Rachel McCarthy for pursuing the 'no through road' issue. He repeated a call for a 20mph speed limit along River Green and encouraged members to visit South Avenue to get an appreciation of the parking problem.

11 Planning Applications: Permission requested by the Town Mayor to move this item forward on the agenda to allow a member of the public to speak on an application.

A member of public objected to planning application 2024/1234, due to the dormers/windows and being out of keeping to the surrounding area.

2024/1234 17 Margetson Avenue Erection of front porch, loft conversion with dormer Windows and other alterations (DB)

The Town Council, in its capacity as statutory consultee, raises objections on the same basis as previous comments made.

2024/2306 22 Blakestone Drive Single storey rear and side extension (PB)

The Town Council, in its capacity as statutory consultee, raises objections. Primary concerns are; the loss of parking amenity, exacerbated by the works, and not being in keeping with the street scene.

2024/2296 31 Hansell Road Variation of condition 2 of permission 2023/1043 (Demolition of existing single storey extension with new single storey extension and associated works) - amended design and size (SS)

The Town Council, in its capacity as statutory consultee, has no objection in principle but still have concerns, as raised in the comments previously sent. We would however add to this a

concern regarding the trees, which are highway trees and the damage that could be incurred.

Delegated Power Planning Decisions for August – these will be fully reported at the next planning meeting.

Tree Preservation Order – A Tree Preservation Order has been received for the Island, which the council fully supports.

6 Finance

6.1 Payments List VR's 367 - 443 – Cllr Ward queried VR373 and VR442, explanations given by the RFO. Cllr Wiseman queried the Defib costs, which are due to maintenance and replacement of parts.

6.2 Bank Reconciliation Statement – The statement was approved and signed as a true record.

6.3 Notice of Conclusion of Audit – Noted, nothing to report, will be displayed for the statutory amount of time.

7 Draft Minutes of the Planning and Environment Committee – 22 July 2024

The minutes of the meeting held on 22 July 2024 were signed and approved as a true record.

8 Events update

Car Boot Sale 28 September – 11 pitches pre-booked

Book sale 12 October – no more books required at this point.

Fireworks 2 November – in progress, advertising will commence around the end of September.

Christmas Trail – new route designed, twice the size of last year's trail. Eleven Crafters confirmed for the Saturday and seven for Sunday.

Cllr Buck informed members of a grant of up to £2,500 available from the Youth Advisory Board to fund a one-off event for young people aged 11-19 (or 25 if additional needs). Cllr Bailey suggested members engage with the school and Father James offered his assistance as School Governor. Cllr Buck to take forwards.

9 Flexible Working Policy Update – to be agreed

The Operational Manager advised members of a necessary policy revision, following changes to flexible working law, and confirmed some amendments made to tighten up the prescribed process. It was **RESOLVED** with a unanimous show of hands to accept the policy revision as presented.

10 Park Run – Cllr Eden gave an overview of the attached report. Cllr Snelling raised concerns about recent negative publicity concerning ParkRun Ltd and gender issues. Also, maintenance of the paths and park in wet conditions after the runs. Cllr Eden and Jason Calver addressed the comments raised. Cllr Skinner asked that the toilet situation is thought through; Cllr Wiseman reassured members that this would be dealt with appropriately.

12 Resident Issue – Relocation of furniture on Sir George Morse Park – to be agreed

The report and additional information attached was brought to Council for consideration as the resident disagreed with the decision made by Officers. It was **RESOLVED**, with a unanimous show of hands for the council to support the Officers' decision.

13 To Consider A Motion To Exclude Press And Public From The Meeting Under The Public Bodies (Admission To Meetings) Act 1960, As Amended By The Local Government Act 1972, Due To The Disclosure Of Personal Information Exclusion of Press and Public - All members of the public left the meeting.

(11) Planning Enforcement Notices (Confidential Matters) – Open and closed notices noted.

14 Personnel Matters

A personnel matter was discussed at length and the HR advice obtained was acknowledged. It was RESOLVED, with 11 in favour, 1 abstention and 1 against, to offer a settlement agreement.

Future Agenda Items (Not for Discussion)

- **Projects Update**

Meeting Closed at 9.30pm

Chairman _____

Date _____

Thorpe St Andrew Town Council meeting for Monday 7th October 2024.

Safer Neighbourhood Team Members

Inspector Mike Austin.

Sgt Ollie Ketteridge.

PC Al Jennings.

Engagement Officer PC Arvinder Bhogal.

Email: sntthorpestandrew@norfolk.police.uk

Current Policing Priorities

We held our most recent Priority Setting Meeting on the 24th September 2024.

The 2 Priorities set for the next 3 months are:

ASB in open spaces – We will carry out foot patrols in our park areas including Sir George Morse and Fitzmaurice.

Road safety – We will be targeting speeding drivers. We will monitor parking outside schools. This will include Thorpe St Andrew High School, Dussindale Primary School, and Hillside Primary School. I will look to work with our Broadland Parking Enforcement Officer and do some joint patrols.

Incidents of note over the last month.

I'm aware we have had groups of youths in cars in the car park at George Morse Park at the weeks. We have received noise complaints from residents a few weekends in a row. I was able to locate one of the drivers. He has been spoken to, issued words of advice, and made aware of the current Public Space Protection Order (PSPO)

There have been a few incidents of youths throwing stones at moving vehicles on Harvey Lane. It is believed the stones came from Pilling Park area. No suspects identified at this time.

40 Crimes recorded in total during this period.

Upcoming Events

We will be out on foot in the area during Halloween. We had previous locations and addresses that have been targeted by ASB during Halloween. We will be focusing our attention in these areas.

We will be attending the Firework display at Fitzmaurice on Saturday 2nd November. I will be working closely with Debbie and Rachel leading up to this event.

15.9.24

Report from Councillor John Ward

Norfolk County Council

Free NHS Health Checks are available every 5 years to anybody aged 40-74 without a long term health condition. Details at www.norfolk.gov.uk/healthcheck

Following a number of fires, residents are reminded of the importance of buying lithium-ion batteries only from responsible and safe retailers to ensure they meet UK Safety Standards and are not a fire risk.

The Household Support Fund has been extended for another 6 months. £421m will go to Councils to help them support the most vulnerable who are struggling with household bill costs.

Norfolk County Council has named Broadland Business Park as a priority location for a new railway station. This is on the Norwich to Sheringham line and would be a £20m project.

Norfolk County Council together with Norwich Cathedral have been successful in getting Norfolk included in the Saint Olav Ways Pilgrimage route; this will be one of 49 such routes across 46 countries and should boost tourism.

The new Government has halted Norfolk's Devolution Deal which would have been worth £600m to the County,

On 13th September I was pleased to attend the Battle of Britain Celebrations at County Hall. There were four WW2 Veterans in attendance including Warrant Officer Ray Parke, 99yrs old, who flew 40 missions in Lancaster Bombers. Ray currently lives in Sprowston.

Thorpe St Andrew Town Council

2 October 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
444	Town Hall	03/09/2024		Bank 1 Current Acco	BACS	Defibrillator Cabinet	Heart 2 Heart Norfolk	S	440.00	86.00	526.00
445	Photocopying	06/09/2024		Bank 1 Current Acco	BACS	Photocopier Toner	Aurora	S	9.99	2.00	11.99
450	Uniform	06/09/2024		Bank 1 Current Acco	BACS	Uniform/Sundries	DD Health & Safety Supplie	S	281.76	56.35	338.11
504	Electricity	06/09/2024		Bank 1 Current Acco	BACS	Electricity - Roxley Hall	British Gas	L	131.89	6.59	138.48
447	Field Maintenance Contract	06/09/2024		Bank 1 Current Acco	BACS	Grounds Maintenance	Norse	S	1,475.69	295.14	1,770.83
450	Health & Safety	06/09/2024		Bank 1 Current Acco	BACS	Uniform/Sundries	DD Health & Safety Supplie	S	149.52	29.90	179.42
452	Play equipment maintenance	06/09/2024		Bank 1 Current Acco	BACS	Play equipment	Wicksteed	S	73,426.53	14,685.31	88,111.84
449	Rent and deposit	06/09/2024		Bank 1 Current Acco	BACS	Allotment deposit refund		E	25.00		25.00
451	Cleaning bus shelters	06/09/2024		Bank 1 Current Acco	BACS	Cleaning bus shelters	Mr R Marmoy	X	140.00		140.00
446	Legal charges	06/09/2024		Bank 1 Current Acco	BACS	Legal fees	Norfolk County Council	S	15.90	3.18	19.08
448	River Green	06/09/2024		Bank 1 Current Acco	BACS	Cleaning Materials	Bunzl	S	152.10	30.42	182.52
448	Roxley Hall	06/09/2024		Bank 1 Current Acco	BACS	Cleaning Materials	Bunzl	S	152.10	30.42	182.52
448	Morse Pavilion	06/09/2024		Bank 1 Current Acco	BACS	Cleaning Materials	Bunzl	S	152.10	30.42	182.52
448	Town Hall	06/09/2024		Bank 1 Current Acco	BACS	Cleaning Materials	Bunzl	S	152.09	30.42	182.51
505	Electricity	09/09/2024		Bank 1 Current Acco	BACS	Electricity - Town Hall	British Gas	S	599.53	119.90	719.43
506	Equipment Hire	09/09/2024		Bank 1 Current Acco	DD	Lease payment	Novuna Business Finance	S	654.00	130.80	784.80
507	Electricity	10/09/2024		Bank 1 Current Acco	BACS	Electricity - River Green	British Gas	L	81.03	4.05	85.08
453	Office equipment	11/09/2024		Bank 1 Current Acco	BACS	IT Services	MDB Computers	X	30.00		30.00
458	Uniform	11/09/2024		Bank 1 Current Acco	BACS	Uniform	Trade UK	Z	112.98		112.98
455	WiFi	11/09/2024		Bank 1 Current Acco	BACS	WiFi	Virgin Media Business	S	39.00	7.80	46.80
456	Cleaning	11/09/2024		Bank 1 Current Acco	BACS	Cleaning Services	Norwich Cleaning Services	S	630.24	126.05	756.29
456	Cleaning	11/09/2024		Bank 1 Current Acco	BACS	Cleaning Services	Norwich Cleaning Services	S	665.24	133.05	798.29
456	Cleaning (Toilets)	11/09/2024		Bank 1 Current Acco	BACS	Cleaning Services	Norwich Cleaning Services	S	630.24	126.05	756.29
456	Cleaning (Toilets)	11/09/2024		Bank 1 Current Acco	BACS	Cleaning Services	Norwich Cleaning Services	S	630.23	126.06	756.29
456	Cleaning and cleaning material:	11/09/2024		Bank 1 Current Acco	BACS	Cleaning Services	Norwich Cleaning Services	S	630.24	126.05	756.29
456	Cleaning and cleaning material:	11/09/2024		Bank 1 Current Acco	BACS	Cleaning Services	Norwich Cleaning Services	S	630.24	126.05	756.29
456	Cleaning	11/09/2024		Bank 1 Current Acco	BACS	Cleaning Services	Norwich Cleaning Services	S	630.24	126.05	756.29
454	Maintenance contract	11/09/2024		Bank 1 Current Acco	BACS	Cleaning Services	Norwich Cleaning Services	S	35.00	7.00	42.00
457	Energy charge	11/09/2024		Bank 1 Current Acco	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
457	Energy charge	11/09/2024		Bank 1 Current Acco	BACS	Streetlighting Energy Charge	TotalEnergies Gas & Power	S	3,549.01	709.80	4,258.81
457	Energy charge	11/09/2024		Bank 1 Current Acco	BACS	Streetlighting Energy Charge	TotalEnergies Gas & Power	L	5.35	0.27	5.62
459	One Off Payments	11/09/2024		Bank 1 Current Acco	BACS	Public Notice	Newsquest Media Group	S	560.76	112.15	672.91
460	Salary	12/09/2024		Bank 1 Current Acco	BACS	Salary		X	2,027.05		2,027.05
461	Salary	12/09/2024		Bank 1 Current Acco	BACS	Salary		X	2,284.27		2,284.27
462	Salary	12/09/2024		Bank 1 Current Acco	BACS	Salary		X	1,558.77		1,558.77
463	Salary	12/09/2024		Bank 1 Current Acco	BACS	Salary		X	1,538.61		1,538.61

Thorpe St Andrew Town Council

2 October 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
464	Salary	12/09/2024		Bank 1 Current Acco	BACS	Salary		X	3,038.99		3,038.99
465	Salary	12/09/2024		Bank 1 Current Acco	BACS	Salary		X	371.82		371.82
466	Salary	12/09/2024		Bank 1 Current Acco	BACS	Salary		X	2,809.22		2,809.22
467	Salary	12/09/2024		Bank 1 Current Acco	BACS	Salary		X	2,809.22		2,809.22
468	Salary	12/09/2024		Bank 1 Current Acco	BACS	tax/nic	HMRC	X	419.20		419.20
469	Employers NIC	12/09/2024		Bank 1 Current Acco	BACS	employers nic	HMRC	X	264.27		264.27
470	Salary	12/09/2024		Bank 1 Current Acco	BACS	tax nic	HMRC	X	500.86		500.86
471	Employers NIC	12/09/2024		Bank 1 Current Acco	BACS	employers nic	HMRC	X	306.46		306.46
472	Salary	12/09/2024		Bank 1 Current Acco	BACS	Tax NI	HMRC	X	210.85		210.85
473	Employers NIC	12/09/2024		Bank 1 Current Acco	BACS	Employers NIC	HMRC	X	154.64		154.64
474	Salary	12/09/2024		Bank 1 Current Acco	BACS	Tax NI	HMRC	X	171.82		171.82
475	Employers NIC	12/09/2024		Bank 1 Current Acco	BACS	Employers NIC	HMRC	X	145.97		145.97
476	Salary	12/09/2024		Bank 1 Current Acco	BACS	Tax NI	HMRC	X	92.80		92.80
477	Salary	12/09/2024		Bank 1 Current Acco	BACS	Tax NI	HMRC	X	805.35		805.35
478	Employers NIC	12/09/2024		Bank 1 Current Acco	BACS	Employers NIC	HMRC	X	464.62		464.62
479	Salary	12/09/2024		Bank 1 Current Acco	BACS	Tax NI	HMRC	X	169.10		169.10
480	Employer NIC	12/09/2024		Bank 1 Current Acco	BACS	Employer NIC	HMRC	X	331.71		331.71
481	Salary	12/09/2024		Bank 1 Current Acco	BACS	Tax NI	HMRC	X	169.10		169.10
482	Employer NIC	12/09/2024		Bank 1 Current Acco	BACS	Employer NIC	HMRC	X	331.71		331.71
483	Student Loan	12/09/2024		Bank 1 Current Acco	BACS	Student Loan	HMRC	X	53.00		53.00
484	Salary	12/09/2024		Bank 1 Current Acco	BACS	pension	Norfolk Pension Fund	X	173.75		173.75
485	Pension Employer	12/09/2024		Bank 1 Current Acco	BACS	pension employer	Norfolk Pension Fund	X	614.79		614.79
486	Salary	12/09/2024		Bank 1 Current Acco	BACS	pension	Norfolk Pension Fund	X	193.62		193.62
487	Pension Employer	12/09/2024		Bank 1 Current Acco	BACS	employers pension	Norfolk Pension Fund	X	685.11		685.11
488	Salary	12/09/2024		Bank 1 Current Acco	BACS	Pension	Norfolk Pension Fund	X	105.31		105.31
489	Employers Pension	12/09/2024		Bank 1 Current Acco	BACS	Employers Pension	Norfolk Pension Fund	X	417.62		417.62
490	Salary	12/09/2024		Bank 1 Current Acco	BACS	Pension	Norfolk Pension Fund	X	108.96		108.96
491	Pension Employer	12/09/2024		Bank 1 Current Acco	BACS	Employers Pension	Norfolk Pension Fund	X	432.07		432.07
492	Salary	12/09/2024		Bank 1 Current Acco	BACS	Pension	Norfolk Pension Fund	X	27.04		27.04
493	Employers Pension	12/09/2024		Bank 1 Current Acco	BACS	Employers Pension	Norfolk Pension Fund	X	113.08		113.08
494	Salary	12/09/2024		Bank 1 Current Acco	BACS	Pension	Norfolk Pension Fund	X	280.49		280.49
495	Pension Employer	12/09/2024		Bank 1 Current Acco	BACS	Employers Pension	Norfolk Pension Fund	X	948.71		948.71
496	Salary	12/09/2024		Bank 1 Current Acco	BACS	Pension	Norfolk Pension Fund	X	183.38		183.38
497	Employer Pension	12/09/2024		Bank 1 Current Acco	BACS	Pension Employer	Norfolk Pension Fund	X	727.19		727.19

Thorpe St Andrew Town Council

2 October 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
498	Salary	12/09/2024		Bank 1 Current Acco	BACS	Pension	Norfolk Pension Fund	X	183.38		183.38
499	Employer Pension	12/09/2024		Bank 1 Current Acco	BACS	Employer Pension	Norfolk Pension Fund	X	727.19		727.19
508	Fuel	13/09/2024		Bank 1 Current Acco	DD	Fuel	Fuel Genie	S	59.22	11.85	71.07
509	Gas	13/09/2024		Bank 1 Current Acco	BACS	Gas - Morse Pavillon	British Gas	L	65.31	3.27	68.58
508	Fuel & machinery maintenance	13/09/2024		Bank 1 Current Acco	DD	Fuel	Fuel Genie	S	103.53	20.71	124.24
511	Gas	17/09/2024		Bank 1 Current Acco	BACS	Gas - Roxley Hall	British Gas	L	60.92	3.04	63.96
510	Electricity	17/09/2024		Bank 1 Current Acco	BACS	Electricity - Morse Pavilion	British Gas	S	574.20	114.84	689.04
512	Electricity	20/09/2024		Bank 1 Current Acco	BACS	Electricity - River Green	British Gas	L	74.04	3.70	77.74
500	Vehicle Maintenance	20/09/2024		Bank 1 Current Acco	BACS	Parks Miscellaneous	Ben Burgess	S	515.09	103.02	618.11
500	Health & Safety	20/09/2024		Bank 1 Current Acco	BACS	Parks Miscellaneous	Ben Burgess	S	182.68	21.90	204.58
500	Grounds Machinery Maintenanc	20/09/2024		Bank 1 Current Acco	BACS	Parks Miscellaneous	Ben Burgess	S	28.76	5.75	34.51
500	Grounds Machinery Maintenanc	20/09/2024		Bank 1 Current Acco	BACS	Parks Miscellaneous	Ben Burgess	S	4.65	0.93	5.58
500	Grounds Machinery Maintenanc	20/09/2024		Bank 1 Current Acco	BACS	Parks Miscellaneous	Ben Burgess	S	35.32	7.06	42.38
501	Water rates	20/09/2024		Bank 1 Current Acco	BACS	Water charges - Morse	Wave	X	445.63		445.63
502	Tools & Equipment	20/09/2024		Bank 1 Current Acco	BACS	Building & Park Maintenance	Trade UK	S	10.83	2.16	12.99
503	Energy charge	20/09/2024		Bank 1 Current Acco	BACS	Streetlighting Energy Charge	TotalEnergies Gas & Power	S	3,360.33	672.06	4,032.39
502	Town Hall	20/09/2024		Bank 1 Current Acco	BACS	Building & Park Maintenance	Trade UK	S	16.47	3.29	19.76
513	Telephone	26/09/2024		Bank 1 Current Acco	DD	Mobile Telephones	Three	S	15.66	3.13	18.79
513	Telephone	26/09/2024		Bank 1 Current Acco	DD	Mobile Telephones	Three	S	20.88	4.18	25.06
516	Bank charges	27/09/2024		Bank 1 Current Acco	DD	Bank charges	LLoyds Bank	E	7.00		7.00
517	Subscriptions	27/09/2024		Bank 1 Current Acco	Credit Card	Microsoft Teams	Microsoft	E	737.53		737.53
517	Telephone	27/09/2024		Bank 1 Current Acco	Credit Card	Microsoft Teams	Microsoft	E	19.68		19.68
517	Telephone	27/09/2024		Bank 1 Current Acco	Credit Card	Microsoft Teams	Microsoft	E	24.60		24.60
518	Subscriptions	27/09/2024		Bank 1 Current Acco	Credit Card	Adobe Subscription	Adobe	X	26.49		26.49
518	Subscriptions	27/09/2024		Bank 1 Current Acco	Credit Card	Adobe Subscription	Adobe	S	16.64	3.33	19.97
519	Telephone	27/09/2024		Bank 1 Current Acco	Credit Card	Internet Services	Smarty	X	18.00		18.00
520	Bank charges	27/09/2024		Bank 1 Current Acco	Credit Card	Cashback Credit	LLoyds Bank	E	-6.45		-6.45
521	Miscellaneous	27/09/2024		Bank 1 Current Acco	Credit Card	Refreshments	Makro	S	10.32	1.79	12.11
522	Stationery	27/09/2024		Bank 1 Current Acco	Credit Card	Stationery	QD	S	4.39	0.89	5.28
524	Telephone	27/09/2024		Bank 1 Current Acco	Credit Card	Internet Services	Argos	X	1.00		1.00
529	Stationery	27/09/2024		Bank 1 Current Acco	Credit Card	Stationery	Amazon	S	19.78	3.96	23.74
529	Stationery	27/09/2024		Bank 1 Current Acco	Credit Card	Stationery	Amazon	S	7.99	1.60	9.59
514	Electricity	27/09/2024		Bank 1 Current Acco	BACS	Electricity - River Green	British Gas	S	495.07	99.01	594.08
515	Electricity	27/09/2024		Bank 1 Current Acco	BACS	Electricity - Morse Pavilion	British Gas	L	100.74	5.03	105.77
519	Telephone	27/09/2024		Bank 1 Current Acco	Credit Card	Internet Services	Smarty	X	18.00		18.00

Thorpe St Andrew Town Council

2 October 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
526	Telephone	27/09/2024		Bank 1 Current Acco	Credit Card	Mobile Phones - Parks & Estate	eBay	X	3.15		3.15
528	Telephone	27/09/2024		Bank 1 Current Acco	Credit Card	Mobile Phones - Parks & Estate	Argos	X	139.98		139.98
529	Telephone	27/09/2024		Bank 1 Current Acco	Credit Card	Stationery	Amazon	S	13.24	2.64	15.88
525	Fireworks	27/09/2024		Bank 1 Current Acco	Credit Card	Road Closures	Norfolk County Council	X	45.00		45.00
527	One Off Payments	27/09/2024		Bank 1 Current Acco	Credit Card	Personal Licence Application	The Licensing Team	S	99.00	19.80	118.80
523	Roxley Hall	27/09/2024		Bank 1 Current Acco	Credit Card	Electrical goods	Sainsburys	X	40.00		40.00
530	Wheeled/litter/dog bins	30/09/2024		Bank 1 Deposit Acco	DD	Commercial Waste	Veolia	S	161.60	32.32	193.92
530	Wheeled/litter/dog bins	30/09/2024		Bank 1 Deposit Acco	DD	Commercial Waste	Veolia	S	220.50	44.10	264.60
Total									121,335.63	18,416.59	139,752.22

Thorpe St Andrew Town Council

Prepared by: Rachel McCarthy (RFO) Date: 02/10/24
Name and Role (Clerk/RFO etc)

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

Bank Reconciliation at 30/09/2024			
	Cash in Hand 01/04/2024		389,619.49
	ADD		
	Receipts 01/04/2024 - 30/09/2024		712,176.33
			1,101,795.82
	SUBTRACT		
	Payments 01/04/2024 - 30/09/2024		429,265.93
A	Cash in Hand 30/09/2024		672,529.89
	(per Cash Book)		
<hr/>			
	Cash in hand per Bank Statements		
	Petty Cash	30/09/2024	100.00
	Bank 1 Current Account	30/09/2024	12,440.70
	Bank 1 Deposit Account	30/09/2024	603,640.87
	Bank 2 Capital Account	30/09/2024	56,348.32
			672,529.89
	Less unrepresented payments		
			672,529.89
	Plus unrepresented receipts		
B	Adjusted Bank Balance		672,529.89
<hr/>			
A = B Checks out OK			

Thorpe St Andrew Town Council



Item 6.5. Town Council Meeting: 7 October 2024

Compact Tractor Lease

Reason for this Report

To consider options for a replacement vehicle for the Avant machine

Background

The Avant has become cost prohibitive to run. Average running costs are now circa £1000pm. The latest quote for repairs was £2500, which was declined.

Quotes have been obtained from 3 suppliers for a compact tractor with front loader with 4in1 bucket, forks and a flail mower attachment for the rear. The front loader is multi-purpose. The flail mower would complete the grass cutting of both areas of the Fitzmaurice Park.

Each quote includes the trade-in value of the Avant plus attachments (£14000). The quotes are all for outright purchase and a 5-year lease plan.

	Total Purchase Price	5-year Lease Cost
Quote A	£49194.00	£803.00
Quote B	£65000.00	£760.97
Quote C	£34864.00	£516.00

Recommendation

Officers recommend proceeding with Quote C. This is the cheapest quote and comes from the Parks and Estates Manager's preferred supplier with whom council has an existing contract.

Legal Implications

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Financial Implications

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

Thorpe St Andrew Town Council



Item 8. Town Council meeting: 7 October 2024

PROJECTS OVERVIEW REPORT

To clarify ongoing matters of the Town Council at the beginning of Quarter 3, 2024.

PROJECT	UPDATE	RECOMMENDATION
Morse Regeneration	Grant awarded 11/3. Architect contracted to produce revised plan to that on application. Grant declined 14/8. Tender process not complete and deadlines couldn't be met. One quote on file for plans seen by Council. Two quotes on file for original plans	Funding may be available from the broader CIL 'pot'. Council to agree objectives for the project (inc. consultation with affected parties) and proceed in 24/25 financial year
LED Streetlights upgrade	Loan application sent 21/3. Returned 8/5. Referred to OM 1/8. Resubmitted 20/9 and following further queries, submitted again 30/9	OM to pursue. Ascertain with Cozens if quote still valid and when works could take place
Workshop Remodel	Ordered 19/6 and deposit paid 28/6. Works due to commence Sept 24, but planning permission had not been obtained	P&E Manager to pursue. Planning permission with BDC. Installation scheduled Feb 25
River Green Lease/Company	Contractor employed for 4wks, 27/6. Invoiced with 30% reduction due to delays experienced with Council. Contractor services put on hold by OM 16/8. Birketts emailed for information 21/8. No response.	Contractor needs formal advice on contract. Suggest put on hold or abandon.
Business Forum	Due to launch 17/9. No further information	On hold
Anglia in Bloom	Grant money spent on planters. 2024 submission not made before deadline	Council to decide if wish to pursue a 2025 application and appoint a project lead
Defibrillator	Complaint received from resident 23/8 regards slow progress since Feb. Original site amended by office due to accessibility & safety concerns. New cabinet purchased. Services of builder and electrician given FOC	Office to promote. OM to finalise costings as may be an underspend due to gifted services
Investments	Research into investment opportunities requested by DTM 13/5. Need for Investment Policy referred to CEO by OM 1/7	On hold

Policies	CEO Handover outlined need for all policies to be reviewed and revised.	On hold
Town Map	Requested by JW in April. No companies provide so referred to school. No response.	Office do not have capacity or capability to produce. Suggest abandon
Rushcutters Car Park	Correspondence from Gerald Eve LLP 28/8 asking if council interested in acquiring the land. OM responded but await further information.	OM to pursue
Bishy Boats Window	Mr Appel advised 17/9 one quote received and asked to pursue. Proposed he pays 30% cost. OM confirmed must have 3 quotes.	Mr Appel to obtain 3 quotes. OM to pursue

Legal Implications

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Financial Implications

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

Thorpe St Andrew Town Council



THORPE ST ANDREW TOWN COUNCIL

Item 9. Town Council Meeting: 7 October 2024

Appointment of Health & Safety and HR Consultants

Reason for this Report

To engage a consultancy company for Health & Safety (H&S) and HR advice and support, as the existing contract expires December 2024.

Background

The 3-year contract with Neathouse was originally for a combined service but following no H&S provision since 2021, formally moved to HR only earlier this year. Council opted to send CEO on NEBOSH training to cover H&S requirements but remains unsupported which is of grave concern to both the Operational Manager and Parks & Estates Manager.

Quotations have been sourced for a combined provision from the current and two additional providers. Prices are excluding VAT and all 60-month contracts include a break clause.

Consultant	Health & Safety only		Combined H&S and HR	
	36 months	60 months	36 months	60 months
A	£198.45	£166.95	£367.55	£322.79
B	-	-	£333.08	£299.00
C	-	-	£320.00	£305.00

Recommendation

Officers recommend proceeding with combined H&S and HR services with Consultant B for a 5-year contract. This will provide proper regulation of a vital area which has been neglected for some time, and continuity of service across both business areas.

Legal Implications

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Financial Implications

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