

THORPE ST ANDREW TOWN COUNCIL  
Tel/Fax 01603 701048 Email office@thorpestandrew-tc.gov.uk

**SUMMONS TO ATTEND THE MEETING OF THE  
THORPE ST ANDREW TOWN COUNCIL  
MEMBERS OF THE PUBLIC ARE WELCOME**

7 January 2025

Notice is given that the Town Council Meeting of Thorpe St Andrew will be held on  
Monday 13 January 2025, at 7.30pm  
at Roxley Hall, Yarmouth Road, Thorpe St Andrew NR7 0QF

Yours sincerely

Sarah Bristow (Mrs)  
Locum CEO/Town Clerk/RFO

**If any member of the Public present wishes to address an item on the Agenda please advise at agenda Item 3 public questions or by speaking with the Clerk prior to the start of the meeting. The item may be considered earlier.**

- 1. To Consider apologies for absence**
- 2. To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**  
Please indicate if there are any interests, which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.
- 3. Introduction to and Council to vote on the temporary appointment of Mrs Sarah Bristow as Locum CEO/Town Clerk/RFO/Proper Officer.**
- 4. Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)**
- 5. To Receive Councillor Reports**
  - 5.1 County Councillor – Cllr Fisher, Mackie, and Ward**
  - 5.2 District Councillors – Cllr Bailey, Berry, Bowe, Emsell, Eden & Mancini Boyle**

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL  
Tel: 01603 701048 Email: office@thorpestandrew-tc.gov.uk  
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6. **Announcements (for information only)**
  - 6.1 **The Town Mayor**
  - 6.2 **The Locum Town Clerk**
7. **Minutes of The Town Council Meeting held on 4 November 2024**
  - 7.1 **To consider and approve the minutes.**
  - 7.2 **Matters arising from the minutes.**
8. **Minutes of The Town Council Meeting held on 2 December 2024**
  - 8.1 **To consider and approve the minutes.**
  - 8.2 **Matters arising from the minutes.**
9. **Finance: (see reports attached)**

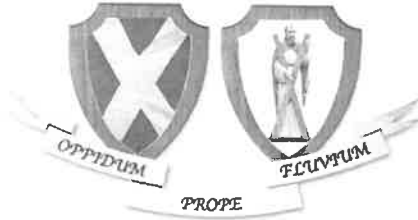
**To review and consider any action necessary.**

  - 9.1 **Monthly Accounts for Payment.**
  - 9.2 **Money Received.**
  - 9.3 **Bank Rec October-November 2024.**
  - 9.4 **Hirers Agreement/Hirers Rent.**
  - 9.5 **Outsourcing of Wages.**
  - 9.6 **Bank Signatories**
- 10 **Budget Setting for 2025-26**
- 11 **Setting the Precept for 2025-26**
- 12 **To agree Terms of Reference for Staffing Committee.**
- 13 **To agree Terms of Reference for Finance & Governance Committee.**
- 14 **To agree IT/GDPR contract.**
- 15 **Trees**
  - 15.1 **To vote to appoint a Tree Contractor**
  - 15.2 **Tree Survey**
- 16 **Event 2025**
- 17 **Park Run - Grant Form Signed**
- 18 **Any Urgent Planning Applications and Determinations:**

***In order to reduce the number of extra ordinary meetings called, any applications which have been received by the Town Council since the publication of the agenda and the actual meeting, will be considered at said meeting, unless the Town Council decide otherwise. All Applications will be listed with a decision on the minutes of the next meeting.***

**Applications:**

**None received at time of Agenda**



THORPE ST ANDREW TOWN COUNCIL

**Determinations:**

**None received at time of Agenda**

**19 Governance:**

**17.1 Any Training Requirement**

**20 Correspondence: (see associated papers) To review and consider any action necessary**

*Any correspondence that needs action which arrives after the published agenda will be added if cannot wait until the next meeting.*

**21 Items For Next Agenda**

**19.1 To consider items that need to go on the next agenda.**

**22 Date, and Place of next meeting.**

**Town Council Meeting Monday 3 February 2024 at 7.30 at Roxley Hall**

**23 EXCLUSION OF THE PRESS AND PUBLIC**

**To consider passing the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

**24 Staffing Issues**