



THORPE ST ANDREW TOWN COUNCIL

Serving the community

Minutes of the meeting of Full Council held on Monday 4th November 2024 @ 7.30pm at Roxley Hall, Yarmouth Road, Thorpe St Andrew NR7 0QF.

In Attendance:	
Cllr. F. Bowe - Mayor	Cllr. S. Snelling - Deputy Mayor
Cllr. D. Buck	Cllr. C. Ferris
Cllr. L. Barrett	Cllr. L. Skinner
Cllr. P. Berry	Cllr. C. Eden
Cllr. M. Friend	Cllr. D Wiseman
Cllr. J. Ward	Cllr. J. Fisher
Cllr. J. Bailey	Karen Kuderovitch, CILCA, Locum Town Clerk/CEO

£ = Expenditure decision Resolution made

1.	<p>Declaration of interests</p> <p>To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda. At this point, all Members are to be reminded that they must disclose any interests they have in items of business on the meeting's agenda either at this point or during the agenda item. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.</p> <p>None declared. (Cllr. Wiseman/Eden declared which items they would be speaking on – Parkrun/Bishy boats).</p>
2.	<p>Apologies for absence </p> <p>Cllr. J. Emsell – no apologies received, Cllr. S. Court – personal commitments. The apologies and reasons were accepted.</p>
3.	<p>Recording of the meeting</p> <p>The Town Clerk declared she would be recording.</p>
4.	<p>Admission of the public </p> <p>In accordance with the Public Bodies (Admission to Meetings) Act 1960, Members to resolve whether to exclude members of the public from all or part of the meeting.</p> <p>It was resolved unanimously to exclude at item 14.</p>



THORPE ST ANDREW TOWN COUNCIL
Serving the community

5.	<p>Policies and Procedures 👍</p> <p>Standing Orders – the Town Clerk explained the changes and members reviewed the revised draft document. After discussion (action points for Town Clerk) it was resolved unanimously to accept the revisions.</p> <p>E-Mail Policy – the Town Clerk explained the changes and members reviewed the draft document. After discussion (action points for Town Clerk) it was resolved unanimously to accept the policy.</p> <p>Code of Conduct – members reviewed the draft document. It was resolved unanimously to accept the revisions. The Town Clerk stated that she would be sending the code of conduct document to all Councillors and be asking for recognition that they had been read and understood in due course and offered any Councillor to ask questions in due course. The Town Clerk advised that any queries in relation to declaration of interests should be directed to the Monitoring Officer @ Broadland District Council.</p>
6.	<p>Public Forum</p> <p>Member of the public to address the Council (in line with Standing Orders):</p> <ul style="list-style-type: none"> d The Chairman to allow maximum of 15 Minutes for the Public to address the Council (extended on approval of the Chairman). Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. e In accordance with standing order 3€ above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. Priority will be given to those members of the public wishing to speak on items on the agenda. <p>The Mayor clarified there were no members of the public wishing to speak on specific items on the agenda.</p> <p><i>MOP - A suggestion was made for the Chief Executive Officer title to return back to Town Clerk.</i></p> <p><i>MOP - Thanks were given to Town Council for no through route sign @ South Avenue. Chapel Lane – invisible lines/parking/concerns raised for public safety. The Town Council can make representations. Clerk to action.</i></p> <p><i>MOP – The CEO was welcomed. Thanks for attendance at Autumn Fair/ Remembrance Sunday arrangements were advised, pleased with Christmas arrangements – Christmas Tree Event launch 1st December between 4pm & 7pm at the Church, 22nd December @ 6pm Carol Service at the Church.</i></p>
7.	<p>District & County Councillor/Norfolk Police</p> <p>Cllr. Ward stated that a report was not attached to the minutes. The Town Clerk to investigate the process and find the report.</p> <p>Cllr. Eden reported the Environmental Committee discussed new air quality guidance. One of the roads has been identified as Yarmouth Road. Cllr. Eden will report further in due course. Flooding was also discussed and an offer of advice for Town Councils was an offer to take up. Town Clerk to action. A reference to Whistleblowing Policy was made</p> <p>Cllr. Berry – reported on a police matter involving drugs. Broadland District Council Community at Heart awards and a Thorpe St Andrew resident was awarded 'volunteer of the year'. Congratulations to that resident. Defibrillators – Gordon Public house now had one installed, and an app was available to seek locations of all defibrillators. The Town Clerk will add the app/defib locations to the web site.</p>



THORPE ST ANDREW TOWN COUNCIL
Serving the community

8.	<p>Committees 👍</p> <p>Members considered separating the Finance and Staffing Committee as follows:</p> <ul style="list-style-type: none"> • Staffing Committee • Finance & Governance Committee <p><i>The Town Clerk gave advice and reasoning that the Committees should be separated. After discussion, it was resolved unanimously to proceed with separating the Committees as above. The Town Clerk to advise further in due course on all Committees and that Terms of Reference would need to be created/revised. The Town Clerk commended the Council on their Planning process. The Town Clerk advised a decision had been taken.</i></p>
9.	<p>Short Term Action Plan 👍</p> <p>The Town Clerk explained the reasoning behind the plan i.e. to address any high importance matters. The areas to be addressed:</p> <p>Full review of all policies and procedures, Code of Conduct, review of Terms of Reference for all committees, Finance – review current procedures in line with Transparency Code 2015, web site/IT/Health & Safety, Councillor training, social media (Cllr. Buck offered some advice and was asked to assist in this area). The Town Clerk advised that in January 2025 an action plan would be created in order to keep members of the public up to date on projects. Members reviewed and it was resolved unanimously to accept.</p>
10.	<p>Mayors Report</p> <ul style="list-style-type: none"> • The Mayor thanked staff and Councillors and all who were involved in the successful fireworks event, which was very successful and sold out on the day. • The Mayor introduced Karen Kuderovitch, (CILCA qualified) Locum CEO/Town Clerk, 20 years' experience, qualified trainer for the Essex Association of Local Councils, and will be a great asset for Thorpe St. Andrew Town Council in terms of changing and moving things forward and asked Councillors for their support.
11.	<p>Town Clerks Report</p> <p>The Town Clerk reported that there are a lot of work to be done, Councillors need to focus on the future and the aim to get Thorpe St. Andrew Town Council moving forwards. The Town Clerk stated she would be with the Town Council for three months (potentially more after a review). The Town Clerk stated she was happy to remain and assist with the recruitment of a new CEO/Town Clerk. The Town Clerk asked that Councillors come into the office and discuss any concerns as digital communication can be mis-construed. The Town Clerk also asked that going forward, Councillors make an appointment to meet with office staff to ensure the staff can accommodate the visit and are not interrupted.</p>



THORPE ST ANDREW TOWN COUNCIL
Serving the community

12.	<p>Community Projects/Events</p> <ul style="list-style-type: none"> • Bishy Boats window – reference was made to June/July meeting. Town Clerk noted to look at the history and bring back to Council in December. • Norfolk Street Lighting – it was reported that residents are concerned about lights off in some areas and public safety. Town Clerk to follow up and report back. • Park Run – Cllr. Eden reported – 19th Oct had first event and core team has been expanded (25-30 local people volunteering). Positive comments have been received from residents. Full funding received from Broadland Health & Well Being. Sunday 17th November is the next date for the event. • Events update – a query was raised about flame throwers/laser display. Town Clerk to investigate some costs queries raised. Christmas lights were discussed. Remembrance Sunday arrangements were discussed. A general discussion took place on future events (VE Day 2025).
13.	<p>Finance 👍 £</p> <ul style="list-style-type: none"> • Members reviewed the Budget for Precept 25/26 and agreed a timeline for submission (final approval at December full council meeting) - members approved. The Town Clerk advised some adjustments would need to be made in relation to staff costs. A discussion took place about the attendance of staff at meetings and it was established that it would be the CEO's decision on which members of staff are invited to attend part of any meetings. • Payments List: VRs 531 – 626 – members discussed and raised some queries and approved. • Bank Reconciliation Statement – members approved.
	<p><i>In accordance with the Public Bodies (Admission to Meetings) Act 1960, the following agenda items are of a confidential nature.</i></p>
14.	<p>Personnel 👍 Town Clerk reported.</p>

Thorpe St Andrew Town Council

16 January 2025 (2024-2025)

PAYMENTS LIST - NOVEMBER 2024

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
633	Telephone	01/11/2024		Bank 1 Current A/ BACS		Internet Services	Office	X	18.00		18.00
736	Telephone	01/11/2024		Bank 1 Current A/ Credit Card		Internet Services	Smarty	X	18.00		18.00
635	Park maintenance	01/11/2024		Bank 1 Current A/ BACS		Carystone Fines	Middletons Aggregate	S	325.00	65.00	390.00
636	Lettings	01/11/2024		Bank 1 Current A/ BACS		Refund of Hire	Hirer	S	53.54	10.71	64.25
627	Cleaning bus shelters	01/11/2024		Bank 1 Current A/ BACS		Cleaning bus shelters	Mr R Marmoy	X	155.00		155.00
628	Asset replacement	01/11/2024		Bank 1 Current A/ BACS		Compact Tractor	Ernest Doe and Sons	S	31,474.00	6,294.80	37,768.80
641	Dussindale maintenance	01/11/2024		Bank 1 Current A/ BACS		Weed Membrane	Travis Perkins	S	96.00	19.20	115.20
641	Hillside maintenance	01/11/2024		Bank 1 Current A/ BACS		Weed Membrane	Travis Perkins	S	96.00	19.20	115.20
629	Cafe	01/11/2024		Bank 1 Current A/ BACS		Drain Inspection	Blockbuster Drain Serv	S	105.00	21.00	126.00
629	Town Hall	01/11/2024		Bank 1 Current A/ BACS		Drain Inspection	Blockbuster Drain Serv	S	165.00	33.00	198.00
630	Town Hall	01/11/2024		Bank 1 Current A/ BACS		Cleaning Materials	Bunzl	S	146.59	29.32	175.91
630	Roxley Hall	01/11/2024		Bank 1 Current A/ BACS		Cleaning Materials	Bunzl	S	146.59	29.32	175.91
630	Horse Pavilion	01/11/2024		Bank 1 Current A/ BACS		Cleaning Materials	Bunzl	S	146.59	29.32	175.91
630	River Green	01/11/2024		Bank 1 Current A/ BACS		Cleaning Materials	Bunzl	S	146.59	29.31	175.90
631	Newsletter	01/11/2024		Bank 1 Current A/ BACS		Newsletter delivery	Richard Clarke	X	525.00		525.00
632	Newsletter	01/11/2024		Bank 1 Current A/ BACS		Printing newsletter	Colour Print	X	801.00		801.00
634	Xmas Event	01/11/2024		Bank 1 Current A/ BACS		Xmas lights	M D Thompson	S	466.31	93.28	559.59
634	Fireworks	01/11/2024		Bank 1 Current A/ BACS		Xmas lights	M D Thompson	S	76.79	15.37	92.16
637	Fireworks	01/11/2024		Bank 1 Current A/ BACS		Banners	Premier Print	S	110.00	22.00	132.00
638	Remembrance Day	01/11/2024		Bank 1 Current A/ BACS		Remembrance Wreaths	The Poppy Appeal	X	250.00		250.00
639	Fireworks	01/11/2024		Bank 1 Current A/ BACS		Advertising	Thorpe Players	X	20.00		20.00
639	Xmas Event	01/11/2024		Bank 1 Current A/ BACS		Advertising	Thorpe Players	X	20.00		20.00
640	Horse Pavilion	01/11/2024		Bank 1 Current A/ BACS		Paint & Tools	Trade UK	S	53.62	10.72	64.34
642	Town Hall	01/11/2024		Bank 1 Current A/ BACS		Fire alarm service	Vincent Security	S	380.00	76.00	456.00
643	Xmas Event	01/11/2024		Bank 1 Current A/ BACS		Xmas decs	Office	S	23.28	4.66	27.94
711	Subscriptions	04/11/2024		Bank 1 Current A/ Credit Card		Adobe Subscription	Adobe	X	27.99		27.99
744	Equipment Hire	07/11/2024		Bank 1 Current A/ DD		Lease payment	Novuna Business Finan	S	654.00	130.80	784.80
693	Subscriptions	12/11/2024		Bank 1 Current A/ BACS		SLCC Subscription	SLCC	X	300.00		300.00
685	WiFi	12/11/2024		Bank 1 Current A/ BACS		WiFi	Virgin Media Business	S	39.00	7.80	46.80
687	Cleaning	12/11/2024		Bank 1 Current A/ BACS		Waste Bags	Polybags Ltd	S	141.02	28.20	169.22
687	Cleaning	12/11/2024		Bank 1 Current A/ BACS		Waste Bags	Polybags Ltd	S	141.01	28.21	169.22
687	River Green maintenance	12/11/2024		Bank 1 Current A/ BACS		Waste Bags	Polybags Ltd	S	141.02	28.20	169.22
688	Uniform	12/11/2024		Bank 1 Current A/ BACS		Uniform/Sundries	DD Health & Safety Su	S	90.40	18.08	108.48
680	Fuel & machinery maintena	12/11/2024		Bank 1 Current A/ BACS		Parks Machinery	Ernest Doe and Sons	S	2,514.93	502.99	3,017.92
680	Asset replacement	12/11/2024		Bank 1 Current A/ BACS		Parks Machinery	Ernest Doe and Sons	S	3,390.00	678.00	4,068.00
681	Maintenance contract	12/11/2024		Bank 1 Current A/ BACS		Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
681	Repairs	12/11/2024		Bank 1 Current A/ BACS		Streetlighting Contract	Cozens UK Ltd	S	260.00	52.00	312.00
682	Equipment Hire	12/11/2024		Bank 1 Current A/ BACS		Skip Hire	PSH Environmental	S	275.00	55.00	330.00
683	S137 payments and donatio	12/11/2024		Bank 1 Current A/ BACS		Water Charges - Cemetery	Wave	X	86.18		86.18
686	Field Maintenance Contract	12/11/2024		Bank 1 Current A/ BACS		Grounds Maintenance	Norse	S	1,475.69	295.14	1,770.83
687	Cleaning and cleaning mate	12/11/2024		Bank 1 Current A/ BACS		Waste Bags	Polybags Ltd	S	141.02	28.20	169.22
688	Health & Safety	12/11/2024		Bank 1 Current A/ BACS		Uniform/Sundries	DD Health & Safety Su	S	42.00	8.40	50.40
689	Equipment Hire	12/11/2024		Bank 1 Current A/ BACS		Equipment hire	GAP Group Hire Solutic	S	318.72	63.75	382.47
694	Materials, fixtures & fittings	12/11/2024		Bank 1 Current A/ BACS		Tools & Equipment	Trade UK	S	30.00	6.00	36.00
644	Staff Salaries	12/11/2024		Bank 1 Current A/ BACS		Salary	Salaries	X	11,924.68		11,924.68
651	HMRC	12/11/2024		Bank 1 Current A/ BACS		PAYE etc	HMRC	X	3,273.35		3,273.35

666	Staff Pension	12/11/2024	Bank 1 Current A/	BACS	Staff Pension	Norfolk Pension Fund	X	4,293.99		4,293.99
684	Legal charges	12/11/2024	Bank 1 Current A/	BACS	Legal fees	Norfolk County Council	S	47.70	9.54	57.24
690	Fireworks	12/11/2024	Bank 1 Current A/	BACS	Fencing	GAP Group Hire Solutio	S	422.00	84.40	506.40
691	Fireworks	12/11/2024	Bank 1 Current A/	BACS	Event First Aid	Norfolk Event Medical	X	639.00		639.00
692	Fireworks	12/11/2024	Bank 1 Current A/	BACS	Event Security	Excaliber Security Serv	S	2,048.10	409.62	2,457.72
701	Fuel	13/11/2024	Bank 1 Current A/	DD	Fuel	Fuel Genie	S	100.76	20.15	120.91
701	Fuel & machinery maintenar	13/11/2024	Bank 1 Current A/	DD	Fuel	Fuel Genie	S			
699	Water charges	14/11/2024	Bank 1 Current A/	BACS	Water charges - Roxley Hi	Wave	X	106.73		106.73
695	Grounds Machinery Mainten	14/11/2024	Bank 1 Current A/	BACS	Lawnmower Repairs	Felthorpe Lawnmower	S	65.33	13.07	78.40
696	Xmas Event	14/11/2024	Bank 1 Current A/	BACS	Fairground Rides	Luna Ray Events	S	10,080.00	2,016.00	12,096.00
697	Legal charges	14/11/2024	Bank 1 Current A/	BACS	Legal fees	Norfolk County Council	S	1,272.75	254.55	1,527.30
702	Electricity	18/11/2024	Bank 1 Current A/	BACS	Electricity - River Green	British Gas	L	76.94	3.85	80.79
703	Gas	19/11/2024	Bank 1 Current A/	BACS	Gas - Roxley Hall	British Gas	L	12.53	0.63	13.16
704	Electricity	19/11/2024	Bank 1 Current A/	BACS	Electricity - Morse Pavilion	British Gas	L	608.31	30.42	638.73
727	River Green Lights	25/11/2024	Bank 1 Current A/		Loan Payment	Public Works Loan Boa	E	1,783.14		1,783.14
705	Telephone	26/11/2024	Bank 1 Current A/	DD	Mobile Telephones	Three	S	15.66	3.13	18.79
705	Telephone	26/11/2024	Bank 1 Current A/	DD	Mobile Telephones	Three	S	26.46	5.29	31.75
719	Telephone	26/11/2024	Bank 1 Current A/	Credit Card	Microsoft Teams	Microsoft	E	24.60		24.60
720	Telephone	26/11/2024	Bank 1 Current A/	Credit Card	Microsoft Teams	Microsoft	E	19.68		19.68
720	Telephone	26/11/2024	Bank 1 Current A/	Credit Card	Microsoft Teams	Microsoft	E			
705	Telephone	26/11/2024	Bank 1 Current A/	DD	Mobile Telephones	Three	S	20.88	4.18	25.06
706	Electricity	26/11/2024	Bank 1 Current A/	BACS	Electricity - Morse Pavilion	British Gas	L	117.33	5.87	123.20
808	Subscriptions	27/11/2024	Bank 1 Current A/	credit card	Canva Subscription	Canva	X	99.99		99.99
707	Electricity	27/11/2024	Bank 1 Current A/	BACS	Electricity - Town Hall	British Gas	S	606.57	121.32	727.89
731	Printing	27/11/2024	Bank 1 Current A/	Credit Card	Stationery	Triton Media Ltd	S	18.92	3.78	22.70
807	Fireworks	27/11/2024	Bank 1 Current A/		Event Materials	Lidl uk	X	8.97		8.97
708	Bottle Bank	28/11/2024	Bank 1 Current A/	DD	Bottle bank	URM UK	S	32.40	6.48	38.88
700	Wheeled/litter/dog bins	28/11/2024	Bank 1 Deposit A/	DD	Commercial Waste	Veolia	S	138.04	27.61	165.65
700	Wheeled/litter/dog bins	28/11/2024	Bank 1 Deposit A/	DD	Commercial Waste	Veolia	S	185.16	37.03	222.19
742	Postage	30/11/2024	Bank 1 Current A/	Credit Card	Postage Stamps	Royal Mail	X	85.00		85.00
Total								84,440.85	11,869.90	96,310.75

Created by  Scribe

4 0 4
f