



THORPE ST ANDREW TOWN COUNCIL

Serving the community

Minutes of the meeting of the Full Council held on Monday 2nd December 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 S Court; Cllr C Eden; Cllr L Skinner; Cllr L Barrett; Cllr J Fisher; Cllr J Emsell; Cllr D Wiseman; Cllr D Buck; Cllr J Bailey; Cllr P Berry; Cllr C Ferris; Cllr J Ward

Members of the Public/Press – in accordance with the Public Bodies (Admission to meetings Act 1960) members of the public have an opportunity to address the Council in the Public Forum. Also, in accordance with the (Admission to meetings Act 1960), members may be excluded when publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

£ = Expenditure decision **Resolution to be made**

1. Declaration of Interests
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. **Town Clerk requested all Councillors to complete a new declaration of interests form and return as soon as possible**
None declared.
2. Apologies for absence. – Cllr M Friend – Business away from home
3. Recording of the meeting
Cllr. F. Bowe & Cllr. J. Bailey indicated they would be recording.
4. Admission of the Public
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.– **it was resolved** unanimously to exclude members of the public
5. Policies and Procedures
 - a) Adding items to the agenda - the Town Clerk advised Councillors information/draft application form had been sent with the procedures to follow (7 day's notice). No queries received. **It was resolved** unanimously to accept.
 - b) how decisions are made/6-month rule – the Town Clerk advised the agenda is created by the Town Clerk in consultation with the Mayor. The Town Clerk reviews

the motions and consults with the Mayor as to the suitability of the item. Should it be deemed not suitable/legal then the Councillor making the request will be informed of the reasons why the motion cannot be included. Members of the public cannot request agenda items and motions should be put on the agenda with a clear indication that decisions are expected to be made. Council debates and votes on the motion. The decision taken stands for 6 months, some new information may come to light that may want to Council to consider reversing the decision, and by a process in Standing Orders no 7 – 6 councillors to request a resolution is brought back to Council. Any further resolution remains for a further 6 months. After discussion it was clarified a member of the public should contact a Councillor to discuss potential agenda items.

c) Draft Complaints Policy – the Town Clerk asked for the item to be deferred as the policy needs approval first by the current HR provider. **It was resolved to defer.**

6. Public Forum

Due to GDPR – a sign in book for members of the public is no longer required – members of the public are asked to contact the Council directly with any queries.

MOP1 – Councillors and were thanked for their work and asked Council to look into river green/a private boat office.

MOP2 – agenda items - Bishy Barn Boats and suggested Budget for Precept not on the agenda. It was established the precept was on the agenda and Bishy Barn Boats would be a future agenda item.

MOP 3 – Budget for Precept – queried the publishing of paperwork – the Chair of Finance clarified that the Finance Committee had been discussed and reviewed and would make recommendations to full council. The Town Clerk advised this would be covered at the Finance section of the agenda.

MOP 4 – made comments on signing minutes. The Town Clerk advised they would be agreed in January, draft minutes had been published and was publicly available. The Town Clerk invited the MOP to contact the office with any queries.

MOP 5 – the Town Council was thanked for facilitating the lights on the green held in conjunction of Christmas Tree festival event which was successful.

A meeting by phone had taken place with the Town Clerk and was a very helpful discussion, discussing the community and helping the residents. Reference was made to upcoming Christmas events and Councillors and staff were invited.

The Town Clerk advised that the agenda was not being followed and any queries should be raised at the correct time.

7. District & County Councillors – Cllr. Ward had sent a report.

8. Committees

a) Draft Terms of Reference for Staffing Committee – the Town Clerk advised they had been sent to Councillors for review and queries had been answered. **It was resolved to defer to January 2025**

b) Draft Terms of Reference for Finance Committee – **It was resolved to defer to January 2025.**

9. Mayors Report – a visit took place at RAF Marham to discuss issues that service families in the community experience/local schools. Thanks were given to the Deputy Mayor for attending the Christmas lights switch on.
10. Town Clerks Report – thanks to the Mayor/Deputy Mayor for their hard work and support over the last 4 months. Staff shortages/issues had been using most of the Town Clerks time. The Town Clerk advised this had meant minutes had been delayed but would be brought up to date by Christmas. The Town Clerk expressed her disappointment to see an extraordinary meeting had been called for 4th December 2024, and the Town Clerk would elaborate further in the confidential section.
11. Community Projects/Events
The Christmas event was reviewed and a decision was considered whether to continue due to staff shortages. Cllr. Emsell confirmed he had taken on the responsibility and everything was in place and no concerns with the event taking place. A rota would be sent to Councillors for support. The Town Clerk advised that she was satisfied all procedures were in place and **it was resolved unanimously** to continue with the event.
The Town Clerk advised that the Town Council holds many events, and suggested an Events Committee – but advised that the Town Council should focus on meeting their statutory obligations as priority and that events are a nice thing to have. A review should take place.
12. Finance
 - Review and approval of Budget for Precept 25/26 – the Town Clerk had consulted with the Chair of Finance and advised the RFO was not in the office. The Town Clerk suggested the item be deferred all of the finance and call a meeting accordingly. Percentage increase had been considered and agreed by the Finance Committee. The date for submission to District Council would be met by the Town Council in early January 2025.
 - Payments List – members to approve
 - Bank Reconciliation Statement – members to approve**It was resolved unanimously** to defer all the finance items above.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the following agenda items are of a confidential nature.

Members of the public were asked to leave the meeting and recording devices to be switched off.

13. Tree Works

Council to review four tenders and appoint a contractor – **it was resolved unanimously** to defer to give Councillors time to review the paperwork.

14. Personnel

Town Clerk to report

- Staff – Town Clerk advised of staff shortages
- Christmas office closure – 20th December 2024 – 6th January 2025.

Thorpe St Andrew Town Council

16 January 2025 (2024-2025)

PAYMENTS LIST DECEMBER 2024

Vouch e	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
813	Training and H & S	02/12/2024		Bank 1 Current A/		Training Course	Eastec UK Ltd	S	520.00	104.00	624.00
829	Cashback	02/12/2024		Bank 1 Current A/		Cashback Credit	Lloyds Bank	X	-1.06		-1.06
830	Cashback	02/12/2024		Bank 1 Current A/	Credit Card	Cashback Credit	Lloyds Bank - business	X	-0.23		-0.23
713	Electricity	03/12/2024		Bank 1 Current A/	BACS	Electricity - River Green	British Gas	L	118.65	5.93	124.58
714	Electricity	03/12/2024		Bank 1 Current A/	BACS	Electricity - Roxley Hall	British Gas	L	201.64	10.08	211.72
810	Maintenance contract	04/12/2024		Bank 1 Current A/	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
817	Tree expenditure	05/12/2024		Bank 1 Current A/		Tree work	Moore Tree Care	X	200.00		200.00
818	Tree expenditure	05/12/2024		Bank 1 Current A/		Tree work	Norfolk Plant Hire	S	300.94	60.19	361.13
824	Water rates	05/12/2024		Bank 1 Current A/	BACS	Water charges - Morse	Wave	X	279.53		279.53
820	Cleaning	09/12/2024		Bank 1 Current A/	BACS	Cleaning Services	Norwich Cleaning Servi	S	630.24	126.05	756.29
825	WiFi	09/12/2024		Bank 1 Current A/	BACS	WiFi	Virgin Media Business	S	39.00	7.80	46.80
820	Cleaning (Toilets)	09/12/2024		Bank 1 Current A/	BACS	Cleaning Services	Norwich Cleaning Servi	S	630.24	126.05	756.29
820	Cleaning and cleaning mate	09/12/2024		Bank 1 Current A/	BACS	Cleaning Services	Norwich Cleaning Servi	S	630.24	126.05	756.29
746	Equipment Hire	09/12/2024		Bank 1 Current A/	DD	Lease payment	Novuna Business Finan	S	654.00	130.80	784.80
745	Xmas Event	10/12/2024		Bank 1 Current A/		Ferris Wheel	Luna Ray Events	S	1,180.00	236.00	1,416.00
814	Bank charges	11/12/2024		Bank 1 Current A/	DD	Bank charges	Lloyds Bank	E	9.50		9.50
715	Gas	11/12/2024		Bank 1 Current A/	BACS	Gas - Morse Pavilion	British Gas	L	239.69	11.98	251.67
747	Fuel	13/12/2024		Bank 1 Current A/		Fuel	Fuel Genie	S	252.17	50.43	302.60
748	Staff Salaries	13/12/2024		Bank 1 Current A/	BACS	Salary	Staff Salaries	X	15,119.96		15,119.96
752	HMRC	13/12/2024		Bank 1 Current A/	BACS	PAYE etc	HMRC	X	5,090.63		5,090.63
761	Staff Pension	13/12/2024		Bank 1 Current A/	BACS	Staff Pension	Norfolk Pension Fund	X	5,664.45		5,664.45
823	SLCC Enterprises	13/12/2024		Bank 1 Current A/		locum clerk work	SLCC Enterprises	S	5,297.70	1,059.54	6,357.24
826	River Green	16/12/2024		Bank 1 Current A/	BACS	Electrical Work	C R Wilson	X	60.00		60.00
794	Electricity	17/12/2024		Bank 1 Current A/	BACS	Electricity - River Green	British Gas	L	73.81	3.69	77.50
795	Electricity	17/12/2024		Bank 1 Current A/	BACS	Electricity - Roxley Hall	British Gas	L	204.05	10.20	214.25
798	Electricity	17/12/2024		Bank 1 Current A/	BACS	Electricity - Morse Pavilion	British Gas	L	611.66	30.58	642.24
799	Gas	18/12/2024		Bank 1 Current A/	BACS	Gas - Roxley Hall	British Gas	L	69.18	3.46	72.64
811	Xmas Event	18/12/2024		Bank 1 Current A/		Event Display	Cozens UK Ltd	S	365.00	73.00	438.00
812	Maintenance contract	23/12/2024		Bank 1 Current A/	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
726	Roxley Hall Loan	24/12/2024		Bank 1 Current A/		Loan Payment	Public Works Loan Boa	E	9,456.56		9,456.56
800	Electricity	24/12/2024		Bank 1 Current A/	BACS	Electricity - Morse Pavilion	British Gas	L	141.87	7.09	148.96
816	Cleaning bus shelters	24/12/2024		Bank 1 Current A/	BACS	Cleaning bus shelters	Mr R Marmoy	X	140.00		140.00
802	Bank charges	27/12/2024		Bank 1 Current A/	DD	Bank charges	Lloyds Bank	E	8.50		8.50
801	Telephone	27/12/2024		Bank 1 Current A/	DD	Mobile Telephones	Three	S	31.50	6.30	37.80
803	Subscriptions	27/12/2024		Bank 1 Current A/	Credit Card	Adobe Subscription	Adobe	X	27.99		27.99
803	Subscriptions	27/12/2024		Bank 1 Current A/	Credit Card	Adobe Subscription	Adobe	X	19.97		19.97
804	Telephone	27/12/2024		Bank 1 Current A/	Credit Card	Microsoft Teams	Microsoft	E	19.68		19.68
804	Telephone	27/12/2024		Bank 1 Current A/	Credit Card	Microsoft Teams	Microsoft	E	24.60		24.60
805	Telephone	27/12/2024		Bank 1 Current A/	Credit Card	Internet Services	Smarty	X	18.00		18.00
801	Telephone	27/12/2024		Bank 1 Current A/	DD	Mobile Telephones	Three	S	31.50	6.30	37.80
806	Xmas Event	27/12/2024		Bank 1 Current A/	credit card	Event Materials	Lights4fun	X	-19.80		-19.80
806	Xmas Event	27/12/2024		Bank 1 Current A/	credit card	Event Materials	Lights4fun	X	12.60		12.60
821	Cleaning	30/12/2024		Bank 1 Current A/	BACS	Cleaning Services	Norwich Cleaning Servi	S	630.24	126.05	756.29
732	Wheeled/litter/dog bins	30/12/2024		Bank 1 Deposit A/	DD	Commercial Waste	Veolla	S	161.60	32.32	193.92
732	Wheeled/litter/dog bins	30/12/2024		Bank 1 Deposit A/	DD	Commercial Waste	Veolla	S	220.50	44.10	264.60

821 Cleaning and cleaning materials 30/12/2024
821 Cleaning (Toilets) 30/12/2024

Bank 1 Current A/c	BACS	Cleaning Services	Norwich Cleaning Services	630.24	126.05	756.29
Bank 1 Current A/c	BACS	Cleaning Services	Norwich Cleaning Services	630.24	126.05	756.29
Total				51,426.78	2,810.09	54,236.87