



## THORPE ST ANDREW TOWN COUNCIL

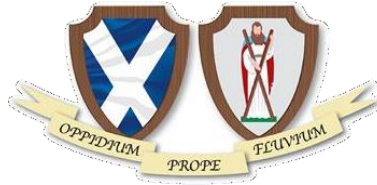
### Serving the community

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

<b>In Attendance:</b>	
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**

<b>1.</b>	<p><b>Declaration of interests</b></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><b>None declared. (Cllr. Wiseman/Eden declared which items they would be speaking on – Parkrun/Bishy boats).</b></p>
<b>2.</b>	<p><b>Apologies for absence</b> </p> <p>Cllr. J. Emsell – no apologies received, Cllr. S. Court – personal commitments. The apologies and reasons were accepted.</p>
<b>3.</b>	<p><b>Recording of the meeting</b></p> <p>The Town Clerk declared she would be recording.</p>
<b>4.</b>	<p><b>Admission of the public</b> </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><b><i>It was resolved</i></b> unanimously to exclude at item 14.</p>



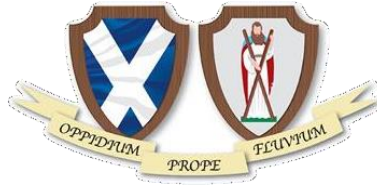
**THORPE ST ANDREW TOWN COUNCIL**  
**Serving the community**

5.	<p><b>Policies and Procedures</b> 👍</p> <p><b>Standing Orders</b> – the Town Clerk explained the changes and members reviewed the revised draft document. After discussion (action points for Town Clerk) it <b>was resolved</b> unanimously to accept the revisions.</p> <p><b>E-Mail Policy</b> – the Town Clerk explained the changes and members reviewed the draft document. After discussion (action points for Town Clerk) <b>it was resolved</b> unanimously to accept the policy.</p> <p><b>Code of Conduct</b> – members reviewed the draft document. <b>It was resolved</b> 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><b>Public Forum</b></p> <p>Member of the public to address the Council (in line with Standing Orders):</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul> <p><b>The Mayor clarified there were no members of the public wishing to speak on specific items on the agenda.</b></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 1<sup>st</sup> December between 4pm &amp; 7pm at the Church, 22<sup>nd</sup> December @ 6pm Carol Service at the Church.</i></p>
7.	<p><b>District &amp; County Councillor/Norfolk Police</b></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**

<b>8.</b>	<p><b>Committees</b> 👍</p> <p>Members considered separating the Finance and Staffing Committee as follows:</p> <ul style="list-style-type: none"> <li>• Staffing Committee</li> <li>• Finance &amp; Governance Committee</li> </ul> <p><i>The Town Clerk gave advice and reasoning that the Committees should be separated. After discussion, <b>it was resolved</b> 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>
<b>9.</b>	<p><b>Short Term Action Plan</b> 👍</p> <p>The Town Clerk explained the reasoning behind the plan i.e. to address any high importance matters. The areas to be addressed:  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 &amp; 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 <b>it was resolved</b> unanimously to accept.</p>
<b>10.</b>	<p><b>Mayors Report</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<b>11.</b>	<p><b>Town Clerks Report</b></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**

<b>12.</b>	<p><b>Community Projects/Events</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Park Run – Cllr. Eden reported – 19<sup>th</sup> 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 &amp; Well Being. Sunday 17<sup>th</sup> November is the next date for the event.</li> <li>• 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).</li> </ul>
<b>13.</b>	<p><b>Finance</b> 👍 £</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Payments List: VRs 531 – 626 – members discussed and raised some queries and approved.</li> <li>• Bank Reconciliation Statement – members approved.</li> </ul>
<p><b><i>In accordance with the Public Bodies (Admission to Meetings) Act 1960, the following agenda items are of a confidential nature.</i></b></p>	
<b>14.</b>	<p><b>Personnel</b> 👍  Town Clerk reported.</p>