

WYMONDHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 3rd JUNE 2014 in the FAIRLAND HALL at 7.30pm.

Councillors present:

JRW Andrews	D Disney	D Fernee
M Heard	RJ Savage	J Halls
S Elliott	C Foulger	M Gibbins
CA Longhurst	M Elias	

Members of the public: 9
South Norfolk Council: Cllr. Hornby

The Town Mayor, Cllr. C Foulger presiding

- 101/14 APOLOGIES FOR ABSENCE Cllrs Ward, Turner, Taylor & Buckton.
- 102/14 DECLARATIONS OF INTEREST Cllr. Heard – Pecuniary interest in respect of Agenda item 20 - living adjacent to King’s Head Meadow.
- 103/14 REQUESTS FOR DISPENSATION None received.
- 104/14 MINUTES OF MEETING Upon the proposition of Cllr. Fernee and seconded by Cllr. Longhurst the minutes of the meeting held on 6th May 2014 were approved as a correct record subject to the addition of ‘should replacement offices need funding’ in minute 94/14.
- 105/14 PROGRESS UPDATES
- 64/14 MEMBER OFFICER PROTOCOL Cllr. Foulger referred to the specimen protocol that had now been sent to all Councillors. It was unanimously resolved to set up a working group consisting of Cllrs. Halls, Elias and Longhurst to progress this further.
- 106/14 FINANCE & GENERAL PURPOSES COMMITTEE minutes of meeting held on 22nd May 2014 were noted.
- 107/14 SUNDRY CREDITORS On the proposition of Cllr. Savage and seconded by Cllr. Fernee it was resolved to pay accounts for May, as per the submitted list to the sum of £27,206.80
- In compliance with Financial Regulations, the clerk tabled a list of salaries paid from the wages account to the sum of £8,508.32
- 108/14 CORRESPONDENCE received was considered and the actions proposed are recorded separately as an appendix to these minutes.
- 109/14 MAYOR’S ENGAGEMENTS Noted.
- 110/14 PUBLIC PARTICIPATION
- Mr Moss asked if residents can see the Council’s external Auditors report. Clerk responded that once received it will be presented to Council and can be viewed at the Council offices.

111/14 FORMAL APPROVAL OF ACCOUNTS 2013/14 Cllr Gibbins presented the Councils Accounts for the year ending 31st March 2014 as agreed by the Finance & General Purposes Committee to be signed off by the meetings Chairman and the Clerk as the Responsible Financial Officer in conjunction with the Annual Return and Statement of Assurance. Upon the resolution of Cllr. Gibbins and seconded by Cllr. Savage it was resolved to approve these.

112/14 HEALTH & SAFETY POLICY Upon the proposition of Cllr. Halls and seconded by Cllr. Fernee the revised policy statement attached to these minutes was unanimously adopted.

113/14 RISK ASSESSMENT POLICY Upon the proposition of Cllr. Halls and seconded by Cllr. Gibbins the revised policy statement attached to these minutes was unanimously adopted.

114/14 PROPOSAL

- 1) To amend the Working Group “Council Buildings, Health & Safety, Personnel” to be a full committee dealing with “Personnel” only with the remainder of the remit dealt with by Finance & General Purposes committee and therefore added to it’s terms of reference. This will require a minor revision to Standing Orders to reflect the committee title change – mainly S/O 19.

Proposer: Cllr. Heard Seconded: Cllr. Elliott.

Cllr. Heard read out his commentary as attached to these minutes. After discussion a vote was taken as follows:

For : 4

Against : 7

The proposal was lost.

- 2) To amend the last bullet point for Finance & General Purposes committee to be “be concerned with any issue not covered within the terms of reference for Committees but any decisions made by this committee not specifically within their remit are formally ratified at full council”.

Proposer: Cllr. Heard Seconded: Cllr. Elliott.

Cllr. Heard read out his commentary as attached to these minutes. After discussion a vote was taken as follows:

For : 10

Abstention : 1

The proposal was passed

- 3) To amend the “Kings Head Meadow Trust Working Group” to be “Kings Head Meadow Development Working Group”

Proposer: Cllr. Heard Seconded: Cllr. Elliott.

Cllr. Heard read out his commentary as attached to these minutes. After discussion it was agreed unanimously to delete the word Trust with the working group now being titled King’s Head Meadow Working Group.

- 4) To clearly add the working groups objectives to the Working Groups sheet (where set), so that what each working group is working towards is clearly defined for all Councillors & public to understand.

Proposer: Cllr. Heard Seconder: Cllr. Elliott.

Cllr. Heard read out his commentary as attached to these minutes. After discussion it was agreed unanimously to accept this proposal.

- 5) To re-iterate that the working practices of working groups have been defined and clearly clarify whether minutes for working groups are required (and as such ought to be then shared with Councillors) and request that working groups adhere to these defined practices.

This was accepted.

115/14 PROPOSAL

To amend the Standing Order (12) to insert prior to (a) that draft minutes be shared with Councillors by e-mail seven clear days following the council meeting.

Proposer: Cllr. Heard Seconder: Cllr. Elliott.

Cllr. Heard read out his commentary as attached to these minutes. After discussion a vote was taken as follows:

For : 2

Against : 7

Abstentions : 2

The proposal was lost.

116/14 REPORTS FROM DISTRICT / COUNTY COUNCILLORS

- Norfolk County Council
Cllr. Foulger – NCC have moved on to a Committee system of governance.
- South Norfolk Council-
Cllr. Foulger – Awaiting Planning Inspectors decision re the Wymondham Area Action Plan which is due end September/beginning October.

117/14 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES None

118/14 SUGGESTED ITEMS FOR NEXT MEETING Presentation by Wymondham Business Group and Wymondham Carnival Committee.

119/14 EXCLUSION OF PRESS & PUBLIC On the proposition of Cllr. Fernee and seconded by Cllr. Savage resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential.

120/14 LAND PURCHASE Clerk outlined the background to this item with reference to the Council resolution passed in December 2013 to proceed with the purchase of a small piece of land adjacent to King's Head Meadow from Saffron Housing Trust.. Cllr. Heard asked if planning permission was required for the proposed new play equipment, Clerk replied that South Norfolk Council had advised it wasn't.

Cllr. Heard left the room and the meeting.

After discussion and upon the proposition of Cllr. Gibbins and seconded by Cllr. Savage the draft transfer form and Deed of Covenant was approved and it was resolved that these could be signed by the Mayor and Deputy Mayor as authorised representatives of the Council. The Clerk was also authorised to sign the Statutory Declaration in respect of the small piece of unregistered land identified.

[The meeting closed at 20.20 pm]

DATED thisday of2014

SIGNED(Chairman)

DRAFT

WYMONDHAM TOWN COUNCIL

MEETING 3rd JUNE 2014

CORRESPONDENCE

Action

1. Nothing to report.

Information

1. Nothing to report.

Mavor's Engagements

1. Wymondham Rugby Club – Annual Dinner – 7.5.14
2. Dementia Awareness Week Launch - Carrow Road – 16.5.14

**Noted
Noted**

DRAFT