

## WYMONDHAM TOWN COUNCIL

### MINUTES OF THE TOWN COUNCIL ANNUAL GENERAL MEETING HELD ON TUESDAY 6<sup>th</sup> MAY 2014 in the FAIRLAND HALL at 7.30pm.

Councillors present:

JRW Andrews	J H Turner	D Fernee
M Heard	RJ Savage	C Buckton
N Ward	C Foulger	M Gibbins
CA Longhurst	M Elias	J Halls
S Elliott	A Taylor (from 9.00pm)	D Disney

Members of the public: 14  
Norfolk County Council: Cllr. Mooney  
South Norfolk Council: Cllr. Hornby

The Town Mayor, Cllr. D Fernee presiding – thanked Council Staff and Councillors for their support during her year as Chairman.

#### 70/14 ELECTION OF MAYOR & CHAIRMAN OF THE COUNCIL

Cllr. Fernee called for nominations for Town Mayor and Chairman of the Council.  
Cllr. Buckton was nominated by Cllr. Elias and seconded by Cllr. Heard.  
Cllr. Foulger was nominated by Cllr. Ward and seconded by Cllr. Gibbins.  
No other nominations were received and after a vote Cllr. Foulger was duly elected.  
Cllr. Foulger took the Chair and signed his acceptance of office.

#### 71/14 ELECTION OF DEPUTY MAYOR & VICE CHAIRMAN OF THE COUNCIL

Cllr. Foulger called for nominations for Deputy Town Mayor and Vice Chairman of the Council.  
Cllr. Fernee was nominated by Cllr. Longhurst and seconded by Cllr. Andrews.  
Cllr. Buckton was nominated by Cllr. Heard and seconded by Cllr. Elliott.  
No other nominations were received and after a vote Cllr. Fernee was duly elected.  
Cllr. Fernee took her seat and signed her acceptance of office.

72/14 APOLOGIES FOR ABSENCE Cllr. Taylor (arrived at 9.00pm)

73/14 DECLARATIONS OF INTEREST Cllr. Heard read out a statement attached to these minutes.

74/14 REQUESTS FOR DISPENSATION None received.

75/14 MINUTES OF MEETING Upon the proposition of Cllr. Fernee and seconded by Cllr. Ward the minutes of the meeting held on 1st April 2014 were approved as a correct record.

#### 76/14 PROGRESS UPDATES

- 64/14 RECORDING OF COUNCIL MEETINGS Cllr. Foulger advised that he had looked further into this matter and that recording of Council meetings regulations proposed by the Government had not yet become law. It was resolved by 8 votes for to 6 against to proceed no further until the Council were legally obliged to do so.

77/14 FINANCE & GENERAL PURPOSES COMMITTEE minutes of meeting held on 15<sup>th</sup> April 2014 were noted.

- 78/14 REVIEW OF DELEGATED ARRANGEMENTS TO COMMITTEES & WORKING GROUPS Cllr. Foulger explained that this is covered in the Council's Standing Orders pack which all Councillors have a copy. Cllr. Heard requested that the Council consider amendments and it was agreed that he would put these in writing for the next agenda.
- 79/14 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES Cllr. Foulger explained that this is covered in the Council's Standing Orders pack which all Councillor's have a copy and it was resolved to accept these. Cllr. Heard requested that the Council consider amendments and it was agreed that he would put these in writing for the next agenda.
- 80/14 APPOINTMENTS TO COMMITTEES 2014/15 After discussion it was resolved to appoint committees in accordance with the list attached to these minutes
- 81/14 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES After discussion it was resolved to appoint representatives on outside bodies in accordance with the list attached to these minutes
- 82/14 APPOINTMENTS TO WORKING GROUPS After discussion it was resolved to appoint working groups in accordance with the list attached to these minutes. It was agreed to disband the Local Development Framework and Communications working groups.
- 83/14 FORMAL RE -ADOPTION OF STANDING ORDERS & FINANCIAL REGULATIONS Cllr. Foulger confirmed that all Councillors have been given a copy and these were formally re-adopted.
- 84/14 TO NOTE INVENTORY OF LAND AND ASSETS Cllr. Foulger advised that these were outlined on Paper F issued with the agenda.
- 85/14 TO NOTE INSURANCE COVER Cllr. Foulger explained that this is covered by the Council's block policy with Zurich Insurance.
- 86/14 TO NOTE COUNCIL / EMPLOYEES MEMBERSHIP OF OTHER BODIES List provided with agenda was noted.
- 87/14 TO NOTE COUNCIL COMPLAINTS PROCEDURE Cllr. Foulger explained that this is covered in the Council's policy documents which all Councillors have a copy.
- 88/14 TO NOTE COUNCIL PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998 Cllr. Foulger explained that this is covered in the Council's policy documents which all Councillor's have a copy.
- 89/14 TO NOTE COUNCIL POLICY FOR DEALING WITH THE PRESS / MEDIA Cllr. Foulger explained that this is covered in the Council's policy documents which all Councillor's have a copy.
- 90/14 SUNDRY CREDITORS On the proposition of Cllr. Savage and seconded by Cllr. Ward it was resolved to pay accounts for April, as per the submitted list to the sum of £34,929.66

In compliance with Financial Regulations, the clerk tabled a list of salaries paid from the wages account to the sum of £8,144.39

91/14 CORRESPONDENCE received was considered and the actions proposed are recorded separately as an appendix to these minutes.

92/14 MAYOR'S ENGAGEMENTS Noted.

93/14 PUBLIC PARTICIPATION

- Cllr. Hornby read out a statement attached to these minutes
- Mr Bowles – installation of play equipment on King's Head Meadow would improve the Town culturally and encourage more footfall into the Town. Ketts Park was out of the Heart of Wyomondham.
- Cllr. Mooney read out a statement attached to these minutes.

94/14 PLAY EQUIPMENT - KING'S HEAD MEADOW.

Cllr. Heard asked why an item of equipment had been left out? (*Clerk advised that no installation cost had been obtained and this would delay the project further*) Would this put a strain on Council resources? (*Clerk replied No*) He also noted that considerable sums of money had been spent at Ketts Park on Changing rooms and drainage works.

Cllr. Heard left the room for this item and took no part in the discussion or vote.

Cllr. Foulger presented the report (paper J) included in the agenda pack outlining proposals for the installation of play equipment at King's Head Meadow this year and the provision of funding for the installation of play equipment at Ketts Park for the 2015/16 financial year.

Cllr. Gibbins as Chair of the Finance & General Purposes then outlined his recommendations for the funding of these two projects which whilst different from the report result in the same outcome.

There then followed a discussion on the merits of the projects during which Cllr. Savage read out a statement attached to these minutes containing revised proposals. No seconder was forthcoming. The following motions were put forward as follows:

- 1) To acknowledge the Tender Provisions under Standing Order 18(c). The Council resolves that the tendering process contained in Financial Regulations 11) (e) shall not apply in this case due to the inability to obtain comparative competitive tenders.  
Proposed by Cllr. Fernee and Seconded by Cllr. Buckton  
12 For and 1 abstention
- 2) To resolve to approve the quotation from Wicksteed Ltd to supply and install play equipment to the sum of £72,550 and to Kompan Ltd\* to supply a Supernova GXY916 Roundabout for the sum of £4300.  
Proposed by Cllr. Fernee and Seconded by Cllr. Elias  
12 For and 1 abstention
- 3) To *Vire* the following sums to the Play site Fund in the 2014/15 Accounts
  1. New Projects Fund - £10,000
  2. Open Spaces Fund - £5,000Proposed by Cllr. Gibbins and Seconded by Cllr. Elliott  
12 For and 1 abstention

- 4) To increase the allocation from General Reserves to the Play Site Fund in the 2014/15 accounts by £16,500.  
Proposed by Cllr. Gibbins and Seconded by Cllr. Turner  
12 For and 1 abstention

- 5) To create a new separate Play Site Fund for Ketts Park in the 2014/15 Accounts to be funded by

1. £30,000 from General Reserves in 2014/15.
2. £45,000 vire from the existing Play Site Fund.
3. £25,000 allocation to be included in the 2015/16 budget.

Proposed by Cllr. Gibbins and Seconded by Cllr. Elliott  
12 For and 1 abstention

The five motions were therefore approved,

Cllr. Heard returned to the meeting.

95/14 MOTION

Cllr. Foulger introduced the following

To set up a working group to look at the Waltham Parish Council member – officer protocol for adaption, and to bring back to the full council for formal adoption at a later date. Proposer Cllr. Halls Seconder Cllr. Elias

Cllr. Halls explained that this protocol was in the public domain and he was suggesting that a working group be set up to see if this was applicable to Wymondham Town Council.

Discussion then took place with queries over the purpose of the protocol as the Council had Standing Orders. It was sad to see that it was needed and that all Councillors needed to work together and any differences between Councillors should be sorted out between themselves. In respect of comments made by Mr Radford (SNC – Monitoring Officer) these had been blown up out of proportion.

It was agreed that Cllr. Halls would email the link to the above protocol to the Clerk who would then forward it to all Councillors who could view the document. The matter would then be brought back to the next Council meeting.

*(Cllr. Taylor arrived at 9.00pm)*

96/14 REPORTS FROM DISTRICT / COUNTY COUNCILLORS

- Norfolk County Council

Cllr. Mooney

1. Work on new Sports Hall at Robert Kett School to start shortly.
2. Primary school remodelling consultation is ongoing.
3. Browick Road to be resurfaced and lines remarked in next 2-3 months.
4. National grid will be replacing gas pipes in Norwich Road over an 18 week period.

- South Norfolk Council-

Cllr. Hornby

1. Thanked Councillors for ring fencing £100K for play equipment at Ketts Park.

97/14 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

- Cllr. Heard – Ketts Park Management Committee – repairs carried out, bookings down, advertising in ‘About Wymondham’ and considering outdoor events.
- Cllr. Heard – Wymondham Town Football Club – Clubhouse temporarily closed for essential repairs.

98/14 SUGGESTED ITEMS FOR NEXT MEETING Cllr. Buckton – King’s Head Meadow – Fields in Trust.

99/14 EXCLUSION OF PRESS & PUBLIC On the proposition of Cllr. Fernee and seconded by Cllr. Andrews 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.

100/14 COUNCIL BUILDINGS, HEALTH & SAFETY AND PERSONNEL WORKING GROUP  
It was unanimously resolved to ratify the decisions contained in the minutes of the meeting held on 3<sup>rd</sup> April 2014.

*[The meeting closed at 21.12 pm]*

DATED this .....day of .....2014

SIGNED .....(Chairman)

## WYMONDHAM TOWN COUNCIL

### MEETING 6<sup>th</sup> MAY 2014

#### CORRESPONDENCE

##### Action

1. Heritage Open Days – Thursday 11th September – Sunday 14<sup>th</sup> September 2014. **Noted**
2. Norfolk Association Local Councils – Initial Training Courses for Councillors. **Noted**

##### Information

1. Norfolk County Council – Better Broadband update. **Noted**
2. South Norfolk Council – South Norfolk Local Plan – documents submitted to Secretary of State for Communities and Local Government. **Noted**

##### Mayor's Engagements

1. Mayors Community Fund – Quiz & Chip night – 4.4.14 **Noted**
2. Mayors Civic Reception – 11.4.14 **Noted**
3. Footsure – opening new shop – 12.4.14 **Noted**
4. Wymondham Rugby Club – Lunch – 12.4.14 **Noted**
5. Norfolk County Council – Chairman's Civic Service – 27.4.14 **Noted**