

WYMONDHAM TOWN COUNCIL
 MINUTES OF THE TOWN COUNCIL
 MEETING HELD ON TUESDAY 3rd JULY 2018
 in the CENTRAL HALL at 7.30pm.

Councillors Present

R Savage	S Nuri	K Hurn
S Sayer	D Underwood	J Halls
C Longhurst	L Hornby	A Holden
I Flatt	J Mooney	

Member(s) of the Public: 1

Councillor Holden in the Chair

095/18	<u>APOLOGIES FOR ABSENCE</u> – Cllrs. Broome, Wyer & J Hornby.
096/18	<u>DECLARATIONS OF INTEREST</u> – None.
097/18	<u>REQUESTS FOR DISPENSATIONS</u> – None.
098/18	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Mooney and seconded by Cllr. Flatt the minutes of the meeting held on 5 th June 2018 were unanimously approved as a correct record.
099/18	<p><u>PROGRESS UPDATES</u></p> <ul style="list-style-type: none"> • <u>Governance Review Time & Task Group</u> the notes of the meetings of the working group held on 6th June 2018 were unanimously noted and approved. • <u>New Office Build Working Group</u> the notes of the meeting held on 19th June 2018 prepared by Vincent & Goring were noted. • <u>Markets</u> Cllr. Nuri questioned why a Markets Press Release prepared by her and Cllr. Hurn had been amended by the Mayor. Cllr. Mooney responded that Councillors had worked hard on revitalising the Markets and outcomes looked good. The press release was based on the paper prepared by Cllr. Hurn for the last meeting. Cllr. Holden responded that he had noted her comments.
100/18	<u>FINANCE & GENERAL PURPOSES COMMITTEE</u> minutes of meeting held on 19 th June 2018 were noted.
101/18	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Longhurst and seconded by Cllr. Savage it was resolved to pay accounts for June 2018, as per the submitted list in the sum of £114,267.96

	In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £9,153.40
102/18	<p><u>PUBLIC PARTICIPATION</u></p> <ul style="list-style-type: none"> New Council website welcomed. This will help to improve communications with residents and voluntary groups. <i>Cllr. Mooney responded that it would have links to other organisations.</i>
103/18	<p><u>STANDING ORDERS</u> Revised Standing Orders based on the new NALC model issued were discussed. Cllr. Hurn advised that the Governance Review Time & Task Group had spent a considerable amount of time on these. It was agreed that the Clerk would send out a revised version showing 'tracked changes' so that all Councillors could fully understand proposed changes and they would be brought back for further discussion and adoption at a future meeting.</p>
104/18	<p><u>WEBSITE</u> Cllr. Hurn advised that a representative of Netmatters Ltd had given the Governance Review group a presentation on websites followed by a quotation to either improve the existing website or build a new website. The Group were recommending that a new website be constructed. It was restated that this would be a Town Council website which could have a links page to other outside organisations. The possibility of a calendar page would be considered.</p> <p>Discussions then took place on the Twitter module that was included in the quotation and its possible pitfalls. It was decided to carry out further investigations.</p> <p>Upon the resolution of Cllr. Hurn and seconded by Cllr. Sayer it was resolved to agree the quotation from Netmatters Ltd to construct a new website only at this stage.</p>
105/18	<p><u>SOUTH NORFOLK COUNCIL-RESIDENTS PARKING</u> It was resolved to authorise Cllr. L Hornby to attend an information meeting of interested parties to be organised by South Norfolk Council, who will report back the Council.</p>
106/18	<p><u>BANKING</u> It was resolved to appoint Cllr. Savage as a signatory.</p>
107/18	<p><u>LIZARD CHARITY TRUSTEES</u> Email from Chair of Lizard Trustees advising that an appointed Council representative was standing down and asking the Council to appoint a replacement was discussed. It was resolved to ask the Chair of the trustees if she had anybody in mind.</p>
108/18	<p><u>CLERKS APPRAISAL</u> Cllr. Holden presented his proposal in accordance with the attachment to these minutes. The merits of this procedure was discussed and a number of Councillors felt that an updated job description should be prepared as the first stage of the process in view of the evolving work of the Clerk. Concern was also raised as to why the paper was proposing that 3 Councillors carried the appraisal when it was more normal that it was done on a 1 to 1 basis and that targets should be set. This needed to be a clear and transparent process with the</p>

	<p>procedure approved by the Council.</p> <p>An amendment to the original proposal put forward by Cllr. Hurn and seconded by Cllr. Savage that a revised job description for the Clerk be agreed and the original motion deferred was voted upon.</p> <p>For: 6 Against: 5</p> <p>The amendment was passed.</p>
109/18	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <ul style="list-style-type: none"> • Norfolk County Council – Cllr. Mooney <ul style="list-style-type: none"> ○ Re-iterated that gas works on Fairland Street would begin week commencing 16/7/18. • South Norfolk Council – Cllr. L Hornby <ul style="list-style-type: none"> ○ M.P George Freeman was working hard trying to resolve the platform access issues. Various parties were talking to each other to find a solution. Cllr. Underwood asked that Wymondham Access Group be kept informed of progress.
110/18	<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u></p> <ul style="list-style-type: none"> • Cllr. Underwood – Wymondham Access Group – Pleased that WTC & SNC had react positively to them and were engaging with them.

[The meeting closed at 21.00 pm]

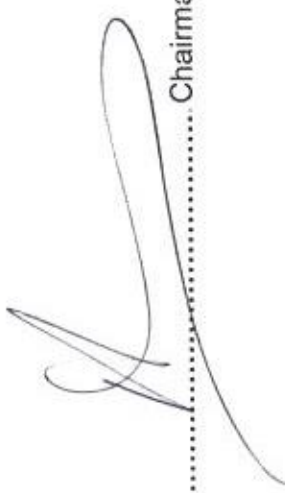
DATED this day of2018

SIGNED(Chairman)

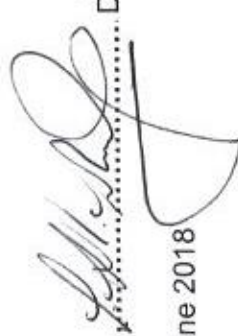
WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
3	Barclays Payflow	Salaries - June	Admin Salaries	£4,589.02				
			Estab Salaries	£3,952.63				
			Cemetery Salaries				£9,153.40	D/D
			TIC Salaries	£611.75				
TOTALS							£9,153.40	

..... Chairman



..... Deputy Chairman



30th June 2018

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Clerks appraisal

In my capacity as Mayor I notice that under standing orders (19c) an appraisal of the clerk requires a resolution of the council.

A regular appraisal or performance review is an essential part of good management enabling open two-way communication between employee and management.

Annual appraisals should not be seen in a negative way, they are an opportunity for both parties to identify areas where the appraisee has performed well along with areas where further training or development may be required.

I propose that under section 19c of standing order this council resolves to carry out an appraisal of the work of the clerk. This appraisal to be carried out by a panel of 3 councillors.

Proposed by Cllr Tony Holden

Seconded by Cllr Lee Hornby