

Minutes of the ANNUAL Meeting of Costessey Town Council held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH on Tuesday 10 May 2022 at 7.30pm

Present: Cllrs D Burrill (Chair), T Laidlaw (Vice Chair), J Amis, M Bedford, G Dole, K Deane, T East, L Glover, S Hannant, G Jones, S Jones, P O'Connor, & S Sizeland; H Elias (Town Clerk). 8 Members of the public including the newly appointed Town Clerk & PC Indans.
Observers: N Bailey (Deputy Clerk) was connected via zoom

TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR AND RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE

123/22: Cllr Dan Burrill was unanimously elected for the forthcoming municipal year and signed his Acceptance of Office.

RESOLVED to elect Cllr Dan Burrill as Chairman of the Town Council

TO ACCEPT APOLOGIES FOR ABSENCE

124/22: Apologies were received from Cllrs G Blundell (family commitment), L Gibbs-Kneller (work commitment), J McCloskey (other commitment) and J Newby (clashing commitment)

RESOLVED to accept the apologies.

TO ELECT A VICE-CHAIRMAN FOR THE FORTHCOMING YEAR

125/22: RESOLVED to elect Cllr T Laidlaw as Vice-Chairman for the forthcoming civic year.

TO RECEIVE DECLARATIONS OF INTEREST

126/22: None

TO PRESENT THE GIFTS OF HONORARY FREEMAN & HONORARY FREEWOMAN

127/22: Vivienne Bell & Paul Cooper thanked everybody who nominated them. They were delighted to receive the awards, with members, staff, friends, and families present. Mrs Bell reminded everyone of what she always wrote in her Council reports: 'Costessey - A wonderful place to live.' Mr Cooper thanked everyone for their support for his documentaries and projects.

TO ADJOURN THE MEETING FOR 10 MINUTES' PUBLIC PARTICIPATION

128/22: The soon-to-retire Town Clerk, Hilary Elias thanked everybody for their support over 12 years of service and presented a book and a print of a pencil drawing of the Crown Pub as a gift to the Council.

129/22: New Beat Manager PC Natasha Indans had been in post for two months and would liaise when necessary. Street surgeries would be up and running again soon and working together with Council could make a difference.

PC Indans left her contact details and the meeting at 7.12pm

TO RE-ADOPT THE CODE OF CONDUCT

130/22: RESOLVED to re-adopt the Code of Conduct without amendment

TO APPOINT COMMITTEES, WORKING GROUPS AND REPRESENTATIVES ON OUTSIDE ORGANISATIONS FOR THE CIVIC YEAR AND AGREE THEIR MEMBERSHIP & TERMS OF REFERENCE

131/22: The Chairman explained that some groups had not met during the past year and some topics aligned to a Working Group were unlikely to meet. Cllr Amis was willing to stand down from the Planning Committee and suggested Cllr Sealey in his place. Cllr Burrill stood down from Finance and explained that vacancies could be filled at the next meeting if anyone was interested. Cllr G Jones felt there was a need for a committee to include 'Governance' within its remit and Finance was proposed

as a best fit, as it already included Audit, and the AGAR included (Annual Return) governance along with the financial figures .

RESOLVED to disband the Boundary Review, Environment Policy WG, the Equalities Policy WG & the Woodland Walks WG.

RESOLVED to rename and expand the remit of the Finance Committee to Finance & Governance Committee. ACTION: New Committee and Working Group list to be circulated

132/22: A Draft Scheme of Delegation would be considered at the next meeting on 14th June 2022.
ACTION: Town Clerk

TO CONFIRM AND SIGN THE MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING HELD AT 7.15PM ON 12 APRIL 2022

133/22: RESOLVED to approve the minutes with no amendments

TO CONFIRM AND SIGN THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD AT 7.30PM ON 12 APRIL 2022

134/22: RESOLVED to approve the minutes with no amendments

TO RECEIVE COMMITTEE & WG MINUTES & NOTES AND TO CONSIDER THE RECOMMENDATIONS THEREIN:

135/22: These were signed as noted and received by the Chairman:

- a) Minutes of the Staffing Committee of 8 April 2022:
- b) Minutes of the Staffing Committee of 22 April 2022:
- c) Notes from the Fete WG meeting of 11 April 2022:
- d) Minutes of the Planning Committee of 12 April 2022
- e) Minutes of the Planning Committee of 26 April 2022
- f) Minutes of the Finance Committee of 22 April 2022:

TO RECEIVE UPDATES ON MATTERS IN MINUTES, BUT NOT LISTED BELOW (NB: NO RESOLUTIONS MAY BE PASSED)

136/22: Min 96/22: The Proludic invoice had been paid, less the credit note. It meant that all CIL receipts up to 31 March 2022 had been used.

Min: 099/22: The footpath at the cemetery was almost complete and to a satisfactory standard. The workers were doing a good job.

Min: 107/22: Homes for Ukraine Scheme - Diss & Wymondham Town Councils were supporting various events in the community.

Min 108/22: Safer School Streets. Cllr Laidlaw and the Deputy Clerk had attended the event at St Augustine's primary School on 28th April. Other initiatives were being explored but the road closure was not going ahead

Min 111/22: The next SNC/BDC awareness session for Town and Parish Councils was on 11th May via Zoom and the Deputy Clerk was planning to attend. Cllr Laidlaw explained how he found the previous two useful.

137/22: Fete: The lead volunteer was not available for a WG Meeting provisionally booked for Wednesday 11th May at 10:30am for emails were being circulated amongst Working Group Members and printed for Cllr Dole.

TO CONSIDER FINANCE MATTERS

138/22: a) To approve the accounts for March 2022 and receive a budget report incl. payments over £500: RESOLVED to approve the March 2022 Accounts in the balance of £769,865.61

139/22: b) To consider and approve the accounts for Year End 2022: (see Accountant's notes): Cllr G Jones can an overview. Reserves were down after some large expenditure but there was a surplus on the revenue expenditure. The accountant advised that the Council's position was sound and that the level of general reserve was adequate. He reminded members that they are responsible for the Council finances as a whole.

RESOLVED to approve the accounts for Year End 2022

140/22: c) To sign off the Balance Sheet at 31 March 2022: (Pg 7 of the accounts)
RESOLVED to approve the Balance Sheet as at 31 March 2022

141/22: d) To consider, approve & sign the Annual Governance Statement (Section 1 of the Annual Return / AGAR):
RESOLVED to approve the Annual Governance Statement for 2021/2022 which was signed by the Chairman

142/22: e) To consider, approve & sign the 2021-22 accounts (Section 2 of the Annual Return / AGAR):
RESOLVED to approve the 2021/22 Accounts. The Chairman signed the Annual Return/AGAR.

143/22: f) To consider the Earmarked Reserves at Year End: (Pg 12 & Appendix A – Back page & Budget Report pg 5)
Cllr G Jones outlined the position in relation to the different areas which required Earmarked Reserves.
RESOLVED to approve the Earmarked Reserves at Year End 2021/22.

144/22: g) To approve the Explanation of Variances over 15%:
RESOLVED to approve the Explanation of Variances over 15%.

145/22: h) To approve the list of Direct Debits:
It was noted that the Internal Drainage Board was showing as zero as it was a new instruction.
RESOLVED to approve the Direct Debits

146/22: i) To re-appoint DCK Accounting Solutions as Accountants for the forthcoming year:
Cllr G Jones felt Derek Kemp's expertise and knowledge within the sector was invaluable and proposed he continue to advise the Council and help prepare the annual accounts.
RESOLVED to re-appoint DCK Accounting Solutions as Accountants

147/22: j) To approve the Annual CIL Report to SNC 2021/22:
RESOLVED to approve the CIL Report to SNC for 2021/22

148/22: k) To ratify payment of the Zurich Annual Insurance Policy at £11,950.79 gross
The policy was entering its third year of a four-year agreement. The policy premium had been paid as the annual anniversary date was the previous day.
RESOLVED to ratify the payment of £11,950.79 to Zurich for the Annual Insurance to 9 May 2023

149/22: Cllr Laidlaw was keen to ensure the Council's income from hall hire was maximised to help mitigate the Council Tax Precept.

TO CONFIRM THE STANDING ORDERS

150/22: It was considered prudent to review these in conjunction with the incoming Town Clerk.
RESOLVED to make no further changes to the Standing Orders.

TO CONSIDER THE ARRANGEMENTS FOR THE FETE 2022 (see notes & details)

151/22: A list of complimentary stalls was imminent – these were free as they were supporting the event in other ways (eg displays / litter picking etc). The volunteer-led event guide was still a work in-hand. Four new volunteers had expressed an interest in helping and Cllr Blundell would brief stall holders and volunteers at the Costessey Centre on Friday 27th May at 7.30pm. See also Min.137/22

TO RECEIVE THE MINUTES & REPORTS TO THE ANNUAL TOWN ASSEMBLY AND CONSIDER MATTERS THEREIN

152/22: It was noted that Costessey Sports had not attended or submitted a report for the first time in many years.

TO RECEIVE DISTRICT COUNCILLORS' REPORTS

153/22: If approved, the proposed One Team / Joint Headquarters at Thorpe Business Park was on the horizon. A new build was deemed too expensive to consider. A District Council By-Election had taken place in the Ward covering Mulbarton.

154/22: THE DATE OF THE NEXT MEETING WAS CONFIRMED AS TUESDAY 14 JUNE 2022 AT 7.30PM IN THE COSTESSEY CENTRE

155/22: RESOLVED TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 on the grounds that it is not in the public interest to disclose discussion on the items below due to the discussions relating to contracts, staffing and salaries

***THE FOLLOWING ITEMS WERE HEARD IN CONFIDENCE / BELOW THE LINE**

***TO CONSIDER CONFIDENTIAL FINANCE ITEMS**

156/22: *To agree cheque signatories for the bank mandates on all accounts:

RESOLVED to add a new signatory to the bank mandates on all accounts

157/22: *To approve a Barclays Debit Card for the new Clerk:

RESOLVED to apply for a Business Debit Card for the Town Clerk.

158/22: *To approve confidential items from the Finance Committee:

None

159/22: To receive information on confidential Staffing items

None

160/22: The meeting closed at 8:58pm

Chair:

Date: