

MINUTES OF THE MEETING OF THETFORD TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD, ON
TUESDAY 30th JULY 2019, STARTING AT 7.00 P.M. WITH THE OPEN FORUM

Present:
The Mayor, Councillor B J Canham

Councillors:

R F W Brame
C R P Burnett
D M Crawford
D J Hodgkinson
J James
M S Robinson
S N H Wright

M P Brindle
J Butler
C Harvey
J Hollis
T J Jermy
M Taylor

Officers present:

Tina Cunnell
Roz Barnett
Chris Crimmen

Town Clerk
Deputy Town Clerk
Committee Secretary

OPEN FORUM

There were no members of the public who wished to address the Council.

Minutes

229/19

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

230/19

APOLOGIES FOR ABSENCE

Apologies were received from C Barreto.

231/19

MINUTES

RESOLVED: The minutes of the Council Meeting held on 25th June 2019, excepting those items dealt with following the exclusion of press and public, to be addressed under agenda 241/19 below be confirmed as a true record and signed/initialled by the Committee Chairman.

232/19

COMMITTEE REPORTS

To receive the following:

a) Personnel Committee (minutes 134/19 – 141/19) 02/07/2019

RESOLVED: The Personnel Committee minutes were adopted as presented.

b) ALP Committee (minutes 145/19 – 160/19) 03/07/2019

RESOLVED: The ALP Committee minutes were adopted as presented.

c) Cemetery Committee (minutes 163/19 – 167/19) 08/07/2019

RESOLVED: The ALP Committee minutes were adopted as presented.

d) Planning Committee (minutes 169/19 – 177/19) 09/07/2019

RESOLVED: The Planning Committee minutes were adopted as presented.

e) VEM Committee (minutes 178/19 – 188/19) 10/07/2019

A Councillor queried the minutes which were returned to VEM to be clarified.

f) Cemetery Committee (minutes 190/19 – 201/19) 18/07/2019

RESOLVED: The Cemetery Committee minutes were adopted as presented.

g) Allotment Committee (minutes 202/19 – 215/19) 18/07/2019

RECOMMENDATION: That Thetford Town Council accepts the feedback from the allotment holders on the tenancy agreement with the above exceptions.

RESOLVED: The Allotment Committee recommendation and minutes were adopted as presented.

h) Finance Committee (minutes 216/19 – 228/19) 23/07/2019

RECOMMENDATION: Due to the Sage software set up by the Sage Consultant not operating as required the Finance Committee are unable to recommend Month Three Financial Reports and the schedule of payments contained therein.

RECOMMENDATION: That Thetford Town Council adopt the Assessment of Risk for 2019/20.

RESOLVED: The Finance Committee recommendations and minutes were adopted as presented.

233/19

MAYOR'S REMARKS AND REPORT

To receive enclosed lists of Events Attended and Forthcoming Events

Mayor of Thetford Councillor Mrs Brenda Canham

June

27 Citizens Advice Open Day

29 Royal British Legion Wreath Laying for Armed Forces weekend

July

6 Lord Mayor of Norwich Celebrations 2019

7 Breckland Chairman Civic Service

11 Bidwell Guide & Scout AGM

12 Thetford Players performance of South Pacific

13 Opening 19 All Out Music festival at Thetford Cricket Club

14 High Sheriff of Norfolk Drinks Reception and circus show at Great Yarmouth Hippodrome

19 Official opening of B&M

Opening of the Heritage Trail at High Lodge

Norfolk County Council Chairman's Annual Summer Reception
20 River Day
21 Mayor of Great Yarmouth Civic Service
Mayor of Stowmarket Civic Service
24 Inspire Suffolk Prince's Trust Graduation
27 RAF Mildenhall New Mayors & Chairs BBQ
28 Starting the Norfolk Day 10K

Deputy Mayor of Thetford Councillor Mark Robinson

July

6 RAFA Thetford & Diss Garden Party
21 Lord Walsingham Court Open Day

List of Forthcoming Events

15 September 2019 Battle of Britain Service, 10am at The Guildhall
10 November 2019 Remembrance Parade, 10am at The Guildhall
13 December 2019 Mayor's Carol Service, 7pm at St Cuthbert's Church

234/19

TOWN COUNCIL REPRESENTATIVES ON OTHER BODIES

Councillor S Wright reported on the town's entry to Anglia in Bloom inspection. The tour of the town went well and the inspectors gave good feedback. There seems to be an lot of fly-posting in and around the town and asked Councillors to report it to BDC/NCC.
Councillor J James reported on the Thetford Music Residential Course on 25th/27th July 2019 in Wymondham.

235/19

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Councillor T Jermy reported:

- He had seen the Thetford Network Improvement Strategy and will obtain a copy for Planning Committee to review.
- Weeds in the whole of Thetford have now been sprayed,
- Nuns' Bridges will be closed from 3rd September 2019 for the correct bricks to be replaced.
- He reported that the NCC Budget for 2021 will be cut.
- He reported that PAIN (Pension Action In Norfolk) for ladies in their 50's have asked for support for bus passes at their normal retirement age should be given. This has been adopted by other Councils but there are no updates yet from NCC.

Councillor M Brindle and other are requesting a one way system to under the railway bridge in Thetford.

236/19

DISCIPLINARY PANEL

The Town Clerk reported she needed to elect Councillors who were not Personnel Committee members into the stage 3 Appeal positions. The following councillors were approved by the Council.

- R Brame
- J James
- T Jermy

237/19

TERMS OF REFERENCE

The Council reviewed the Full Town Council Terms of Reference and following a discussion after one small alteration the Terms of reference were agreed (see Appendix A). Councillor T Jermy proposed and Councillor D Crawford seconded:

RESOLVED: That Thetford Town Council adopt the updated Terms of Reference (see Appendix A).

238/19

CONTRIBUTIONS FOR GTDP OFFICER ROLE

Councillor M Robinson reported that the Greater Thetford Development Partnership wish to appoint a Relationship Manager and Breckland Council have proposed that the salary will be funded for two years and split as follows:

- £1000 per annum from both the parish councils.
- £10,000 per annum from Thetford Town Council.
- The remainder to be shared equally between Breckland & Norfolk Councils.

Breckland Council had issued a discussion document which covered the key objectives and the job description. Councillor M Robinson was tasked with clarifying various points contained in the document.

During the discussion, the following concerns were raised:

- Value of the contribution
- Proportion of representation on the board
- Setting of the priorities and management of post
- Effectiveness of post
- Councillors unhappy with job description perceiving it to be too vague, so Councillor Robinson asked to take it back to Breckland Council for review.
- Councillors were unhappy that they had not seen job description prior to the meeting.

Following the discussion Councillor T Jermy proposed and Councillor M Robinson seconded:

RESOLVED: That Thetford Town Council agree in principle to contribute towards a GTDP Relationship Manager. The final decision will be subject to a report to the Council from the Finance Committee stating where the money will be found and the revised Job Description at the next Full Council.

239/19

MONTH THREE SCHEDULE OF PAYMENTS

The Town Clerk had circulated Month three schedule of payments for June 2019 for Councillors to review. After a discussion Councillor J James proposed and Councillor D Crawford seconded:

RESOLVED: That Thetford Town Council adopt the schedule of payments for June 2019.

240/19

COMMITTEE OFFICERS UPDATE

None.

241/19

COMMUNITY ENGAGEMENT

None.

Chairman.

Appendix A - Full Town Council Terms of Reference

In The following matters shall be reserved for decision by the Town Council, but the appropriate Committee(s) may make recommendations for the Council's consideration:-

- 1) To discuss and agree the annual precept.
- 2) To discuss and agree the borrowing of money on production of a business case
- 3) To discuss and agree budget.
- 4) To appoint Town Mayor and Deputy Town Mayor.
- 5) To confirm the schedule of meeting of the Town Council/Committees for the ensuing year.
- 6) To grant dispensations of interest to councillors.
- 7) Making, amending or revoking Standing Orders, Financial Regulations and Terms of Reference.
- 8) Discussing and agreeing matters in principle or policy.
- 9) Actions on comments and recommendations made by the internal and external Auditors.
- 10) Nomination or appointment of representatives of the Town Council on any authority, organisation or body.
- 11) Appointment of Committees and appointment of Chairs. Appointment of Sub-Committees and Project Steering Groups (task limited) and Working Groups.
- 12) Discuss and agree new power or duties.
- 13) Nomination or appointment of representative of the Council to any enquiry on matters affecting the Town.
- 14) Receipt of reports to the Town Council from various Committees, Sub-Committees and Working Groups.
- 15) Staffing, establishment and general matters.
- 16) To deal with all issues where time prevents them being referred to the relevant Committee.
- 17) To approve comments on planning applications referred by the Planning Committee.
- 18) To discuss and agree any other matters not delegated to a Committee, Sub-Committee or Working Group or referred to the Council by a Committee, Sub-Committee, or Working Group.