

## Brief overview of role and responsibility of the Town Council

Reepham is a small market town which, including the outlying area, is composed of approximately 1000 dwellings with a voting population of about 2000 people. Reepham Town Council is at the first level of local government working, in conjunction with Broadland District Council and Norfolk County Council, to ensure that local services are provided and local needs met within the framework set out by central government. Reepham Town Council is composed of twelve councillors, any or all of whom have been either elected or returned unopposed. In the event that there are not enough candidates to fill the vacant seats at election time, or if a vacancy occurs between elections and an election is not called, a candidate can be co-opted to the Council. The Town Council holds regular meetings, usually on the second Wednesday of each month except during the month of August.

The Council employs a Town Clerk, the person responsible for ensuring that the Council operates in accordance with Standing Orders, and a Finance officer. It is important to remember that all decisions must be made by Councillors at Town Council meetings, having taken advice from the Town Clerk and the Responsible Finance Officer as appropriate.

The Council will, wherever possible, conduct all its correspondence electronically. To enable Councillors to undertake their duties responsibly training will be offered and it is expected that councillors will take advantage of any appropriate training that is available.

Reepham Town Council has statutory obligations or functions delegated from other bodies which it must fulfil on a continuing basis.

<p><b>Reepham Town Council</b>  <b>Town Council Office</b>  <b>Market Place</b>  <b>Reepham NR10 4JJ</b>  <b>01603 873355</b></p> <p>Allotments            Burial Records            Cemeteries            Church Clock            Churchyard &amp; The Pound Maintenance            Car Park – Station Road – delegated contract            Land (triangle) at Whitwell Common            Market            Overton Way play area            Provision and monitoring of litter, dog and grit bins            Planning Consultations            Public toilets – delegated contract            Street Lighting            Stimpson’s Piece Trustee - Recreation            Ground and Pavilion</p>	<p><b>Broadland District Council</b>  <b>Thopre Lodge</b>  <b>1 Yarmouth Road</b>  <b>Norwich</b>  <b>NR7 ODU</b>  <b>01603 431133</b></p> <p>Building Regulations            Business &amp; Tourism            Carparks            Council Tax            Conservation            Dog mess            Grass Cutting (Some)            Electoral Register            Fly Tipping            Housing Lists            Housing Benefit            Planning Decisions            Street Cleaning            Public toilets            Refuse and Recycling</p>
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Town Hall & Council Office Verge cutting – Delegated contract	Removal of abandoned cars
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**Norfolk County Council**  
**Martineau Lane**  
**Norwich**  
**NR21 2DH**  
**0344 800 8020**

Schools  
Fire Service  
Grass Cutting - some  
Libraries  
Museums  
Highways  
Footpaths  
Registrar  
Social Services  
Trading Standards  
Waste & Recycling Sites

### **Delegated functions**

Reepham Town Council has agreed delegated function contracts in respect of Verge cutting, public toilets and Station Road car park. This means that the Council receive income and manage these on behalf of Broadland (Station Road car park & public toilets) and Norfolk County Council (verges)

Reepham Town Council either owns or controls assets on behalf of the community, some of which are listed below:

### **Town Hall**

The Town Hall is owned by the Council on behalf of the people of Reepham. The Town Council office is based at the rear of the Town Hall. The Town Hall is hired out to various user groups.

### **Stimpson's Piece**

Stimpson's Piece was donated to, and is held in trust on behalf of, the people of Reepham, the sole Trustee being Reepham Town Council. There are meetings of the Trustee at regular intervals and these are usually held on the same evenings as the full Town Council meetings. Stimpson's Piece should be managed by a Management Committee but this is not currently possible due to a lack of volunteers so the Council manage Stimpson's Piece.

Reepham Tennis Club has leased the land for the tennis courts for an annual rent of £200. Lease last signed 1<sup>st</sup> March 2019 for a period of 7 years.

‘The Tenant consents to the appointment of 2 (two) members of its Management Committee by the Landlord and to keeping the Landlord informed of any developments concerning such Committee.’

### **Allotments**

There are three allotment sites. Norwich Road is the smallest and is owned by the Town Council. Stony Lane and Fiddler’s Field, (off World’s End Lane) are leased or rented. The Council are responsible for the management of the sites.

### **Market Place**

The Market Place is owned by Reepham Town Council. The Council currently holds an events licence for the Market Place to enable community groups to use the area for events or entertainments.

### **Street Lighting**

The Council is responsible for the upkeep and replacement, where necessary, of the street lighting.

### **Overton Way**

The upkeep and maintenance of the green open space and the play equipment in Overton Way is the responsibility of the Town Council.

### **Triangle of land at Whotwell Common**

A small triangle of land is owned at Whitwell Common and the trees are regularly inspected.

### **Policies**

Councillors should familiarise themselves with Council policies and copies of these can be viewed on the Town Council website.

With all these commitments it is imperative that Councillors maintain an interest in all the various areas of Council business. Councillors will be notified of agenda items for all meetings the week prior to the meeting and they should make every effort to ensure that they are fully prepared for any discussion.

Financial reports will be circulated to all Councillors before each meeting by the Finance Officer. As far as possible any queries that a Councillor may have should be raised with the Town Clerk or the Finance Officer before the meeting in order to prevent any undue delays in progressing Council business at the meeting.

Councillors are all encouraged to attend a Councillor induction course. These are available from wither Norfolk ALC or NPTS and cover all the basics.