

**Minutes of Finance and Staffing Committee Meeting
held on 15th August 2016**

1. PRESENT:

Miss S Lawn (Chairman)	Mr J. Emsell
Mr F. Bowe	Mr I Mackie

IN ATTENDANCE: Mr T Foreman (Town Clerk), Jeanine Fenn (Deputy Clerk and Responsible Financial Officer)

APOLOGIES FOR ABSENCE

Mrs T. Mancini-Boyle, Mr J. Ward, Mr L Reeves

2. Declarations of Interest

Mr I Mackie declared an other interest in matters relating to Thorpe ST Andrew High School as a Director Governor and Norse as a Director.

3. Minutes of Meeting held on 25th July 2016

Minutes of the meeting held on 25th July 2016 were approved and signed as a true record.

4. Public Session – Limited to 3 minutes per speaker

None

5. Finance

Mrs J Fenn provided an in-depth overview of the financial reports contained within the committee papers.

i. Summary of cost centres

The summary of cost centres was noted.

ii. Summary of cost codes

The summary of cost codes was noted

iii. Variances

The report on the variances was noted

iv. Summary of Capital spend

The Summary of Capital Spend was noted

v. Summary of events receipts and payments

The Summary of events receipts and payments was noted

vi. Projects, earmarked reserves, other income

The projects, earmarked reserves and other income was noted.

6. Request for work experience

The committee considered the report relating to a request from a Thorpe St Andrew High School student to undertake work experience. The CV supplied by the student was circulated to the meeting. Mr I Mackie expressed support for work experience students working with the Town Council. This was echoed by Miss S Lawn. It was **AGREED** that the work experience request be granted.

7. Death of a National Figure

The correspondence from the Association of Civic Officers relating to the death of a national figure was considered in detail by the committee. Miss S Lawn explained that the Town Council required a coherent plan should such an eventuality arise. Mr I Mackie explained that the guidance from the Association of Civic Officers was



extremely useful, but would also like to see a black sash with bow placed over the war memorial for the passing of H M the Queen. It was proposed by Mr I Mackie, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to:

- Order 20 black ties and black armbands
- Order a book of condolence
- Procure a black sash
- Make arrangements for any notices, meetings and occasions to mark the passing of a national figure including guidance for staff on timescales
- Liaise with external partners to outline the Town Council approach

8. Town Hall floor and colour scheme

The Committee considered a collection of samples for the interior floor and colour scheme for the Town Hall refurbishment. After examining the colours and the type of wear expected on the floor it was **AGREED** to have the same colour scheme as the Roxley Hall, with opal toilet floors and timber mill sawn wood style floors.

9. Update on River Green Project

Mr T Foreman provided an update on the River Green project. It was explained that the electrical contractor had plotted the spacing for the lit flower posts. Furthermore, if these were placed on the pavement instead of River Green, planning permission would not be required. The committee noted this report.

10. Update on Skate Park

An oral update was provided by Mr T Foreman on the skate park project. A visit was undertaken to Cromer skate park and the procurement options were currently been considered. A visit to Stowmarket skate park was planned as it is a similar style and cost to what is being considered for Thorpe St Andrew. The committee noted this report.

11. Update on Bowls Club Lease

The details of this item are contained within the confidential minutes under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.

12. Urgent items not on the agenda but previously agreed with Chairman

None

With no other business the meeting closed at 21.15

Chairman 

Date 19/9/16

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held on 15th August 2016**

PRESENT:

Miss S Lawn (Chairman)	Mr F. Bowe
Mr J. Emsell	Mr I. Mackie

Apologies: Mrs T. Mancini-Boyle, Mr J. Ward, Mr L. Reeves

IN ATTENDANCE: Mr T Foreman (Town Clerk), Mrs J Fenn (Deputy Clerk and RFO)

11. Update on Bowls Club Lease

This item is contain within the confidential minutes under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.

Mr T Foreman provided the Committee with an update on the Town Council request for legal advice. It was explained that NP Law had hoped to provide advice ready for this Finance and Staff meeting, however due to the complexity of the matters arising, advice would instead be presented to the September Finance and Staff meeting. The Committee noted this report.

With no other business the meeting closed at 21.15

Chairman _____ 

Date _____ 19.9.16