

**Minutes of Finance and Staffing Committee Meeting  
held on 19<sup>th</sup> September 2016**

**1. PRESENT:**

Miss S Lawn (Chairman)  
Mr L Reeves

Mr I Mackie  
Mr J. Emsell

**IN ATTENDANCE:** Mr T Foreman (Town Clerk), Mr D Sayer

**APOLOGIES FOR ABSENCE**

Mrs T. Mancini-Boyle, Mr F. Bowe, Mr J. Ward

**2. Declarations of Interest**

None

**3. Minutes of Meeting held on 15<sup>th</sup> August 2016**

Minutes of the meeting held on 15<sup>th</sup> August 2016 were approved and signed as a true record.

**4. Public Session – Limited to 3 minutes per speaker**

None

**5. Report of the External Auditor**

The report of the external auditor was considered by the Committee. The report explained there were no concerns or comments of note. The committee **NOTED** this report.

**6. Computer Asset Replacement**

Mr T Foreman explained that with additional staff now being employed and the age of the existing ICT in the office, four new computers were required. Mr I Mackie queried what would happen with the existing machines. Mr T Foreman stated the three existing computers would be used by the Parks and Estates Officers as well as used for CCTV recording. Mr T Foreman further explained that through savings on a roller purchase, the computers could be bought in the existing asset replacement line. It was proposed by Mr I Mackie, seconded by Mr L Reeves and on a show of hands with all in favour **RESOLVED** to purchase four computers at a cost not to exceed £2000 + VAT.

**7. River Green Lighting Project**

The committee considered the report outlining the costs of the River Green lighting project. Mr D Sayer provided details of the three installation options for the lights. Miss S Lawn requested an update of the financial position for the lighting project. Mr T Foreman explained that £13,000 had been earmarked to date. Mr I Mackie explained the best option for lighting was in excess of £54,000 inclusive of all works and removal of existing flower poles. The committee requested an update of funding options to be brought to a future Finance and Staff meeting. The committee **NOTED** this report.

**8. Town Clerk Appraisal**

Mr T Foreman explained that volunteered were required to undertake his appraisal next year. Mr I Mackie and Miss S Lawn volunteered and on a show of hands this was **AGREED**.

**9. Fitzmaurice and River Green Trees**

Mr T Foreman provided an update on the purchase of trees for River Green and the Fitzmaurice Park. Mr S Sayer explained that currently the council was purchasing 9 trees, however significant discount would be received if 10 trees were purchased. Mr T Foreman stated that a planted Christmas tree had been planned for next year, however for the existing £3,600+VAT planned for the Dussindale park trees, a Christmas tree could also be purchased. The committee considered the options for Christmas tree including a fir tree and holly. It was proposed by Miss S Lawn, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** to delegate responsibility for the selection of a holly Christmas tree to the Town Clerk.

**10. Staffing update and changes**

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.

**11. Bowls Club Lease update**

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.

With no other business the meeting closed at 21.30

Chairman 

Date 17/10/16

**Confidential Minutes of Finance and Staff Committee Meeting  
held on 19<sup>th</sup> September 2016**

**PRESENT:**

Miss S Lawn (Chairman)	Mr L. Reeves
Mr J. Emsell	Mr I. Mackie

**Apologies:** Mrs T. Mancini-Boyle, Mr J. Ward, Mr F. Bowe

**IN ATTENDANCE:** Mr T Foreman (Town Clerk), Mr D Sayer (Parks and Estates Manager)

**10. Staffing update and changes**

*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 D Sayer left the room for the duration of this item.

The committee considered the letter from Mrs J Fenn requesting a reduction in hours from 21.5 hours to 10 hours per week. Mr T Foreman explained that a proposal for phased retirement was expected and the reduction in hours would mean the general administrative duties would be taken on by the new Administration Officer, and Mrs J Fenn would focus her time solely on the duties of Responsible Financial Officer. Miss S Lawn queried whether 10 hours would be sufficient for this task. Mr T Foreman provided an overview of the required duties which could be undertaken within these times, however during periods of increased work such as budget and end of year filing, Mrs J Fenn would work the additional required hours at the standard current hourly pay.

Mr T Foreman continued to describe the staffing changes which had already occurred during the previous year, including the increasing responsibilities of Mrs J Fenn as RFO, Mrs F Bass as the new Deputy Clerk for Committees and Events and Mr D Sayer as the new Parks and Estates Manager. Mr I Mackie proposed an additional 5% salary increase to each post in the next financial year, in addition to the standard percentage increase.

It was proposed by Miss S Lawn, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED:**

- To approve the request for a reduction in hours for Mrs J Fenn from 21.5 to 10 hours from 1st November 2016, with additional hours worked at the standard rate of pay
- To increase the salaries of the Responsible Financial Officer, Deputy Clerk for Committees and Events, and the Parks and Estates Manager by 5% in addition to the standard percentage increase. This is in recognition of the increased current duties of the posts.

**11. Update on Bowls Club Lease**

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Mr T Foreman provided the Committee with the written legal advice regarding the Thorpe Recreation Bowls Club Lease. Mr I Mackie requested that the advice be placed before the Town Council with a recommendation to take proportionate and cost effective legal action to bring this ongoing breach to a resolution. This was seconded by Mr L Reeves and on a show of hands **AGREED**

With no other business the meeting closed at 21.30

Chairman  Date 17/10/16.