

**Minutes of Finance and Staffing Committee Meeting
held on 25th July 2016**

1. PRESENT:

| | |
|------------------------|-------------|
| Miss S Lawn (Chairman) | |
| Mr F. Bowe | Mr L Reeves |
| Mr J. Emsell | Mr J. Ward |
| Mrs T. Mancini-Boyle | Mr I Mackie |

IN ATTENDANCE: Mr T Foreman (Town Clerk), Mr D Sayer (Parks and Estates Manager), Mr I Bird (Dussindale Rovers FC), Mr G Bird (Dussindale Rovers FC), Mr P Oxbury (St Andrews Cricket Club)

APOLOGIES FOR ABSENCE

None

2. Declarations of Interest

Mr I Ward and Mr I Mackie declared an interest in item ⁱⁱ~~12~~ and would not participate in this item.

3. Minutes of Meeting held on 20th July 2016

Minutes of the meeting held on 20th July 2016 were approved and signed as a true record.

4. Public Session – Limited to 3 minutes per speaker

Mr I Bird spoke on agenda item 5. Mr Bird explained that he was in attendance as the Secretary of Dussindale Rovers Football Club, which formed in 2010 and played on the Thorpe St Andrew High School site. Mr I Bird stated his concern with the proposal at moving the football provision from the Fitzmaurice Park to Laundry Lane as it was a loss of an adult pitch which Dussindale Rovers sought to use and for the pavilion to become the home of Dussindale Rovers. Mr I Bird further stated concern that a loss of the pitch marked a change in the support for football within the Town. Furthermore, Mr I Bird was concerned that he had not had the opportunity to see the meeting papers prior to the meeting. Mr I Bird also reiterated that he is not unsupportive of cricket or any other sports on the Fitzmaurice site.

Mr T Foreman explained that, as previously explained, the papers for the next meeting are placed on the Town Council website homepage. It was explained that the current pitches on Laundry Lane had sufficient space to allow all teams from Dussindale to be relocated and this would result in not only an extension to cricket on the site, but also an estimated nett saving of more than £2000 in running costs.

Mr P Oxbury introduced himself as a member of St Andrews Cricket Club. Mr P Oxbury explained that he fully appreciated the position of the football club, however the three cricket clubs currently using the Fitzmaurice Park were in favour of the Town Council plans. It was stated that previously cricket funding had been turned down due to the condition of the cricket outfield which directly related to the football use next to the cricket square.

5. Review of Sport Provision on Fitzmaurice Park and Laundry Lane

Mr T Foreman introduced the report into the sport provision income and expenditure on both Laundry Lane and the Fitzmaurice Park site. The report provided an overview of the budget figures for each site and referenced the income received. It was explained that the football on the Fitzmaurice Park was estimated to be a gross cost

of -£2638.25, with a nett cost of -£1806.50 with the 20% subsidy applied by the Town Council. By comparison the Laundry Lane site had an estimated gross cost of -£2372.99, with a nett surplus of £467.25 with the 20% Town Council subsidy applied. Cricket on the Dussindale site had a gross cost of -£105.93, with a net surplus of £486.25 with the 20% Town Council surplus.

The Committee discussed these figures at length. Mr T Foreman explained that some factors such as cleaning were based on the estimated time taken relating to used floor space and divided by 365 to give a daily cleaning rate applicable to each user. Mr D Sayer explained that football pitch maintenance on the Dussindale site was greater due to the need for greater drainage work and lack of topsoil which meant specific seed was required.

Mr J Emsell gave his support for football provision in Thorpe St Andrew, but felt that cricket had been prevented from developing over the years and a balance was required. Mr J Emsell explained that he would support seeking further field space from the school at the top end of the Fitzmaurice Park and that this might be a future possibility. Miss S Lawn provided an insight into the use of the site for events and that football provision had been prioritised on the Laundry Lane site and the events had moved to Fitzmaurice Park to prevent damage to sport pitches. Miss S Lawn stated support for the cricket provision to be increased with football being centralised on one site which has capacity to meet the current demand. Furthermore Miss S Lawn gave reference to the s.106 agreement which made reference to cricket improvements on the Fitzmaurice site. It was proposed by Mr J Ward, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** to support the expansion of the cricket provision on Fitzmaurice Park and relocate football to Laundry Lane as the site has capacity to meet the current need.

6. **Brook Farm Development**

The Committee considered the report outlining the proposal of Lothbury Property to hand over a site totalling 38.31 acres to the Town Council who will assume responsibility for maintenance on the site. Mr T Foreman explained that the provision of up to £20,000 would be required for the first year of maintenance, followed by £13,000 thereafter. Additional machinery would also be required totalling £35,000. Mr I Mackie queried the boundary of the site and sought reassurance that the area to maintain was not encroaching on the boundaries of any neighbouring council. Furthermore, Mr I Mackie wanted confirmation that the site would be passed across freehold. Mr J Ward gave a preference for the land to be given as freehold to the Town Council.

It was **AGREED** that subject to confirmation on boundaries and the freehold that a recommendation is placed before the Town Council to agree to this request in principle.

7. **Football Improvement, Laundry Lane**

Mr T Foreman provided an oral report on the s.106 funds agreed as part of the Brookfarm development for a 3G football pitch. Mr D Sayer provided an overview of the cost and income implication of the football pitch. It was **AGREED** to make a formal approach to secure the funding for a 3G pitch on Laundry Lane.

8. **Revised proposal for All-Terrain Vehicle**

A revised costing for the all-terrain vehicle considered by the Town Council was brought to the committee. It was explained that the previous machine had been sold shortly before the £4,000 (plus VAT) was agreed, but a newer version with less hours of use and greater safety features was shortly becoming available at a cost of £6,000 (plus VAT). The committee discussed the ongoing need for road transport by the Parks and Estate Officers, particularly with the team growing to more than 4 with the only transport available being a 2 seater Ford Ranger which also restricted the team to

working jointly on one site. It was proposed by Miss S Lawn and seconded by Mrs T Mancini-Boyle and on a show of hands with all in favour **RESOLVED** to increase the budget for the all-terrain vehicle to £6,000 plus VAT.

9. Administrative Officer and Committee Officer salary

The salary details for the new Committee Officer and Administrative Officer posts were considered by the committee as delegated by the Town Council. The committee reviewed the budget position within the salary line and it was explained that the vacant facilities officer post and change in byelaw enforcement post meant that around £17,000 would be underspent on that budget line in 2016/17. The total salary cost proposed for the Committee Officer was £1,637 and for the Administration Officer could be £10,365, both inclusive of pension. This would be total £12,002, which is less than the £17,000 budgeted. It was proposed by Miss S Lawn, seconded by Mr J Emsell and on a show of hands with all in favour **RESOLVED** to confirm the hourly rate for the Committee Officer to be £9.30 per hour, and for the Administration Officer to be £9.00 per hour.

10. Update on anti-social behaviour at Pinebanks

Mr T Foreman provided an overview of the enforcement action being undertaken by Broadland District Council. Miss S Lawn explained that the Community Safety Manager at Broadland District Council had been quick to take the necessary actions to protect the Pinebanks Tower and also the historic radio bunker. The Committee were concerned that if not secure either asset could be subject to antisocial behaviour or arson, as was the case for Pinebanks House. It was **AGREED** to write to Broadland District Council to support its proactive approach, and write to Ocubis outlining the concerns of the committee in relation to site security.

11. Town Mayor Civic Regalia

Miss S Lawn provided an introduction to the proposal to recognise the dedication, time and effort of the previous Town Mayor who voluntarily gave significant time to post over a number of years. Mr T Foreman explained that it was common for local authorities to recognise this achievement, possibly most fitting in Councils where, like Thorpe St Andrew, members do not draw any allowance and undertake their duties voluntarily. It was proposed by Miss S Lawn, seconded by Mrs T Mancini-Boyle and on a show of hands with all eligible members in favour **RESOLVED** to award a medal in the standard Town Council style with the medal bar to read 'Past Mayor'.

Following this item Mr I Mackie proposed to suspend standing order 4) a. that "no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 5 clear days before the next meeting". This was seconded by Miss S Lawn and on a show of hands with all in favour the standing order was duly suspended. Mr I Mackie tabled a motion that the committee consider an indicative response to the legal notification relating to the Bowls Club lease.

12. Consider an indicative response to the legal notification relating to the Bowls Club lease

This item is 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 21.10



Date of next Finance and Staff meeting: 15th August 2016

Chairman SPC

Date 15/8/16

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| Miss S Lawn (Chairman) | |
| Mr F. Bowe | Mr L Reeves |
| Mr J. Emsell | Mr J. Ward |
| Mrs T. Mancini-Boyle | Mr I Mackie |

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

12. Consider an indicative response to the legal notification relating to the Bowls Club lease

This item is contained 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 outline of the response of Thorpe Recreation Bowls Club to the new lease. It was explained that despite stating in letters that they 'agree in principle, subject to terms' and as recently as two weeks ago wanted the lease signed and situation resolved, they had instead instructed a solicitor to write to NP Law and state that they are unwilling to sign a new lease. Mr T Foreman explained that the new lease was offered as a response to the Bowls Club breaching the previous lease by undertaking major works in the removal of a gas boiler without the consent of the Town Council as landlord.

As the Bowls Club stated that it could not afford to fund the breach proceedings as stipulated within the lease, a new enforceable lease was proposed which would prevent its enforcement diminishing the Bowls Club financial viability. Over a period of more than 12 months the terms were agreed and the first version of the new lease was consulted upon, which proposed changes by the Bowls Club included and reflected in 'version two'. It is this lease the Bowls Club have subsequently rejected through a solicitor.

Mr T Foreman explained that there were no specific terms they objected to and a significant amount of time as well as ratepayers money had funded a new lease which was now defunct. In addition, the breach had not been formally actioned on condition that a new lease would be signed and the related damage to the building would be repaired, some of which has subsequently been done.

Miss S Lawn stated that the investment and attempts to resolve this issue were taken at cost to the ratepayer and it appeared that it was no more than a delaying tactic by the Bowls Club committee. Mr I Mackie reiterated the importance for the Town Council to act on its responsibilities as a landlord holding public assets. Furthermore, Mr I Mackie explained that the Town Council could make good use of the building for its own purposes in serving the community and that taking back control of the building would ensure major works would not be undertaken on the building without consent. The Committee further discussed the financial consequences of the Bowls Club refusing the new lease and felt it would be wrong to allow user groups to breach legal agreements with no recourse. It was proposed by Mr I Mackie, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** to place a recommendation before the Town Council that it seeks the eviction of the Thorpe Recreation Bowls Club from the site on Laundry Lane due to the breach of the lease, significant wastage of public time and money and that the building would be better serving the community if it were available to all members of society rather than predominantly a membership club.

SLE

With no other business the meeting closed at 21.10.

Date of next Finance and Staff meeting: 15th August 2016

Chairman 

Date 15/8/16.