

Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 22 May 2017 at 7.30pm

1 ELECTION OF CHAIRMAN

It was proposed, seconded and

RESOLVED that Miss S Lawn be appointed as Chairman for the 2017/18 municipal year.

2 ELECTION OF VICE-CHAIRMAN

It was proposed, seconded and

RESOLVED that Mr Mackie be appointed as Vice-Chairman for the 2017/18 municipal year.

3 Present:

Miss S Lawn (Chairman)

Mr F Bowe

Mr J Emsell

Mr I Mackie

Mrs T Mancini-Boyle

Mr L Reeves

Mr J Ward

Apologies: none

In attendance:

Mr T Foreman
(Town Clerk)

Ms J Fenn (Deputy Clerk and
Responsible Financial Officer)

Mrs D Matthews
(Committee Officer)

4 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member/Officer	Minute No & Heading	Nature of Interest
Town Clerk	11 Review of Town Clerk Pay and Conditions	Pecuniary - Left the meeting for this item

5 MINUTES

The Minutes of the meeting held on 19 April 2017 were agreed and signed as a true record.

6 PUBLIC SESSION (limited to 3 minutes per speaker)

No members of the public were present.

7 EARMARKING FUNDS (2016/17)

The Deputy Clerk and Responsible Financial Officer explained that a sum of approximately £90k remained in the general fund, carried forward as underspends from last year. It included some sums which needed to be ring fenced for particular projects/costs as follows:

- £35k for the Fitzmaurice loan;
- £4k for ongoing election costs;
- £9k from the sale of the tractor – earmarked for the parks project;
- £17k from salaries – earmarked for potential additional staffing costs.

The Committee then considered the note handed round by the Town Clerk which set out 4 areas of activity/spending which had been identified by the Town Council as potential projects needing funding this year which totalled approximately £19,153.

Roxley Hall – outdoor scheme

With the aid of a diagram, the Town Clerk outlined proposals for the enhancement of the area adjoining the carpark at Roxley Hall costing approximately £2,235. The aim was to complete the works to coincide with the opening of the café on 1 July. It was noted that the area would include bench seating, a path suitable for wheelchair access, wheelchair height planters to be filled with aromatic plants and a degree of levelling of the area. Members **agreed** to the allocation of funds of £2,235 for the Roxley Hall outdoor scheme as set out in the note prepared by the Town Clerk.

River Green Enforcement Costs

The Town Clerk explained the proposals to facilitate enforcement work at River Green which included, staff training for 5 members of staff, crewsaver jackets (6), signage, stationary and legal costs, all totalling £7,188. The proposals would enable enforcement work at other locations (parks and on-street) in addition to River Green and could include dog fouling (with a possible delegation of powers from the District Council) and litter enforcement. Members **agreed** to the allocation of funds of £7,188 for River Green enforcement costs as set out in the note prepared by the Town Clerk.

Roxley Curtains

The Town Clerk reported on quotations received for the supply and fitting of curtains at Roxley Hall and demonstrated a sample obtained by the Thorpe Players and the current TSA flag to compare the colours. The preferred quotation was for £1,618 plus VAT and it was hoped the work could be undertaken within a month. The material was fireproof and the quotation received included supply and fitting. In response to concern expressed about potential damage to the curtains by users, the Town Clerk reported that the Thorpe Players would be aware of their responsibility for any damage caused to the curtains in the same way as other facilities at the Hall following the change of ownership. Most Members expressed a preference for the colour of the sample obtained by Thorpe Players to that of the colour of the flag. Members **agreed** to the allocation of funds of £2,300 inc vat for replacement curtains at Roxley Hall as

set out in the note prepared by the Town Clerk.

River Green Memorial

The Town Clerk reported on proposals for the River Green Memorial which included two flagpoles, flags, the World War I stone and the Diana memorial stone, totalling approximately £7,430 inc vat. Members felt that one flag pole would suffice and noted that planning permission would be needed for the erection of the flag pole and this would take approximately 8 weeks to obtain. With regard to the costs of the two commemorative stones, Members considered the stonemasons quotations set out in the report of the Town Clerk (Agenda/Minute no 8 refers).

Diana Memorial – The current memorial stone had started to sink into the ground and quotations had been sought for the removal, cleaning and replacing of the stone and also for the provision and installation of a new memorial stone. Members favoured the provision of a new memorial stone rather than refurbishment of the existing and preferred the design submitted by Supplier A. It was **agreed** that the preferred quotation was that submitted by Supplier A for the provision of a new memorial for the sum of £650 plus vat.

River Green Memorial Stone - The Town Clerk displayed drawings from the stonemasons of their proposals for a new stone. Members **agreed** their preference was for the design submitted by Supplier A in the sum of £3,900 plus vat which included a red brick base, granite plinth and round granite sphere. The base would include space for the laying of wreaths etc. and could include sunken pebbles in its surface. The memorial would be installed on a raised mound and would include planting around its base. Several ideas for planting were put forward including, poppies, forget-me-nots, red/white/blue flowers to create all year-round interest. It was also suggested that provision of seating be included in the area around the memorial stone. The exact wording for the sphere still needed to be finalised and Members were invited to have regard to the positive theme being encouraged by the Royal British Legion in commemorating World War I, recognising the contribution made by all involved and celebrating the living.

Members **agreed** to the allocation of funds of £7,430 inc vat, less the cost of one flag pole, for the River Green Memorial as set out in the note prepared by the Town Clerk.

8 STONEMASON QUOTATIONS (DIANA AND REMEMBRANCE GARDENS)

(See Minute 7 Above)

9 CURRENT STAFFING REVIEW

The Town Clerk reported on future staffing needs having regard to potential forthcoming retirements, the need to continue to offer a 5 day a week staffed office and the need to respond to increasing calls for weekend attendance by staff at areas such as River Green, the parks and community halls. To this end it was being

proposed that an additional post be created to support the Parks and Estates team for 4 hours per day on Friday, Saturday, Sunday and Monday plus on-call duty as required. A detailed job description would need to be drawn up and, in addition to enforcement work, would include other parks and estates maintenance work and litter picking etc. some of which was not currently being undertaken because of staff shortages. The Chairman explained that existing staff were currently endeavouring to provide the cover required but the matter now needed to be formalised to avoid any undue stress on existing resources, particularly with the onset of the busier summer months. The cost of the additional member of staff would initially be met by underspend on salaries carried forward from last year, and that provision would be made for this in future budgets.

10 MOTION TO CLOSE THE MEETING TO THE PUBLIC AND PRESS

It was proposed, seconded and

RESOLVED to close the meeting to the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of personal details.

11 REVIEW OF TOWN CLERK PAY AND CONDITIONS

The Town Clerk left the meeting for consideration of this item.

The Chairman reported that she and the Town Mayor had recently undertaken the annual appraisal of the Town Clerk and they were both of the opinion that a review of the pay and conditions of the Clerk was necessary having regard to the level of work now being undertaken. This included major projects such as River Green, the neighbourhood plan, work on the Fitzmaurice Pavilion and Roxley Hall and the Pinebanks and Brooke Farm developments. Much work had also been done to enhance the way in which the existing staff worked and the overall Strategy of the Council had been refocussed. With a view to the need to attract, reward and retain suitable staff, the review was seen as a priority. Comparisons had been made with similar local Town/Parish Councils and there was a need to enhance the pay of the Town Clerk to bring this more in line with other Councils and to reflect the nature of the work currently being undertaken. Members supported a revised salary. They also agreed that the period of notice to be given by the Town Clerk be increased to 6 months. The Deputy Clerk undertook to clarify which grade the new salary equated to. Members expressed their appreciation to the Town Clerk for the work he was doing.

RESOLVED to recommend to the Town Council that the salary of the Town Clerk be increased and that the period of notice required for the post be extended to 6 months.

The Town Clerk was invited back to the meeting.

FUTURE AGENDA ITEMS

Refurbishment of the Telephone Box

DATE OF NEXT MEETINGS

Finance and Staff	19 June 2017
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The meeting closed at 8:35.

Signed:

Dated:

Confidential appendix to the Minutes of the Finance and Staff Committee meeting held on 22 May 2017 due to the disclosure of personal details.

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RESOLVED to recommend to the Town Council that the salary of the Town Clerk be increased to £40,000 and that the period of notice required for this post be extended to 6 months.