

**Thorpe St Andrew Town Council
Minutes of the Annual Town Council meeting
held on 8 May 2017 at 8:00pm**

1 Present:

Mr I Mackie	(Town Mayor)		
Mr P Berry	Mr F Bowe	Mr J Emsell	Mrs T Mancini-Boyle
Mr D Sears	Mr S Snelling	Mr J Ward	Mr R Wooden

Apologies:

Mrs J Fisher	Mr J Fisher	Mr N Hancock	Miss S Lawn
Mr L Reeves	Mr R Robson	Mr N Shaw	

In attendance:

Mr T Foreman	(Town Clerk)	Mrs D Matthews (Committee Officer)
Mrs J Fenn	(Deputy Clerk and Responsible Finance Office)	

34 Members of the public

2 ELECTION OF TOWN MAYOR

It was proposed, seconded and

RESOLVED that Mr I Mackie be appointed as Town Mayor for 2017/18.

3 ELECTION OF DEPUTY TOWN MAYOR

It was proposed, seconded and

RESOLVED that Mr J Fisher be appointed as Deputy Town Mayor for 2017/18.

4 COMMITTEE TERMS OF REFERENCE AND MEMBERSHIPS

The Town Council considered the report of the Town Clerk regarding the terms of reference for the committees of the Town Council.

RESOLVED to approve the terms of reference of the committees and the delegated functions as set out in the report.

5 APPOINTMENT TO EXTERNAL BODIES - SAFER NEIGHBOURHOOD ACTION PANEL

It was proposed, seconded and

RESOLVED to appoint Mr N Shaw to the Safer Neighbourhood Action Panel.

6 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

7 MINUTES

The Minutes of the meeting held on 3 April 2017 were agreed and signed as a true record.

8 ANNOUNCEMENTS

The Town Mayor welcomed to the Council Mr S Snelling who had been elected to the Town Council at the by election on 4 May. He thanked all staff for their contribution towards the organisation of the St Georges day event and he made reference to the "Tour of the Broads" stop off at River Green and thanked the Cadets for their military organisational skills.

9 PUBLIC SESSION (limited to 3 minutes per speaker)

It was proposed and duly seconded that the meeting be suspended to allow members of the public to address the meeting.

- (i) Norfolk Constabulary – this report was given as part of the Annual Public Town Meeting held earlier in the evening.
- (ii) Members noted the report of Cllr Ward - a copy of which had been circulated to Members.
- (iii) Cllr Mackie reported on the results of the County Council election on 4 May 2017.
- (iv) Public
 - A member of the public asked how frequently the Town Council's newsletter was produced and how it was delivered. She was advised it was biannual and was distributed by the postal system. She commented that she had never received a copy on Thorpe Island nor had a local business.
 - A member of the public questioned the accuracy of the Minutes of the last meeting in relation to the last bullet point of Minute 145 as they felt this did not reflect the whole discussion on the matter and was out of context. The Town Clerk commented that the minute reflected his recollection of the discussion and the Town Mayor commented that the Minutes had been approved by the Town Council as a correct record.
 - A member of the public commented that the Town Council was now doing work which was overdue at River Green due to a lack of action over some years by the Broads Authority. He explained that the byelaws relating to the control of the quay heading at River Green had been in place for a number of years and that the landlord should have deal with issues at the Island a long time ago.

10 FINANCE

- (i) Financial Statement – The Responsible Finance Officer presented the financial statement for consideration, highlighting the key areas of activity.

It was **RESOLVED** to approve the financial statement as submitted.

- (ii) Payments List – Voucher numbers 1 to 66 totalling £37,387.98 were approved

and signed.

11 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 10 April 2017 – noted.
- (ii) Finance and Staff – 19 April 2017 - noted

12 COMERCIAL MOORINGS AT RIVER GREEN

The Town Council considered the report of the Town Clerk regarding a proposal to extend the planned commercial mooring area at River Green. The Town Clerk outlined the proposal as set out in the report. The Town Council supported the proposal but agreed there was a need to establish conditions for the commercial mooring area such as the number of boats and that the Finance and Staff Committee should consider the conditions required in due course. With all members in agreement, it was

RESOLVED to support the request to extend the commercial mooring area at River Green subject to conditions to be agreed by the Finance and Staff Committee.

13 DONATION TO THORPE ST ANDREW TRUST

The Town Clerk reported on a request from the Thorpe St Andrew Trust for a donation towards their work on verge clearance, in particular, works to widen a public right of way. The estimated costs were £200.

RESOLVED that a donation of £200 be made to the Thorpe St Andrew Trust for works to clear verges/widen public rights of way, the donation to be made in accordance with Section 137.

14 CONFIRMATION OF ANNUAL ADMINISTRATION

The Town Council considered the report of the Town Clerk confirming the checks and administration which had taken place in accordance with standing orders.

RESOLVED that the report be noted and approved.

Future meeting dates:

Town Council	5 June 2017
Plans meeting	15 May 2017
Finance and Staff	22 May 2017

The meeting closed at 9:10pm

Signed:

Dated: