

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee meeting
held on 21 August 2017 at 7.30pm**

1 **Present:** Miss S Lawn (Chairman)
Mr F Bowe Mr I Mackie Mr L Reeves Mr J Ward

Apologies: Mr J Emsell and Mrs T Mancini-Boyle

In attendance:

Mr T Foreman (Town Clerk) Mrs D Matthews (Committee Officer)

Observing: Mr S Snelling

2 **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

None

3 **MINUTES**

The Minutes of the meeting held on 17 July 2017 were agreed and signed as a true record.

4 **PUBLIC SESSION (limited to 3 minutes per speaker)**

No members of the public were present.

5 **ALLOCATION OF SECTION 106 FUNDS**

Members considered the report of the Town Clerk regarding options for the allocation of S106 funds arising from the development at 27 Yarmouth Road. They noted that a further report on the detailed proposals for each allocation would follow in due course. Members supported the suggested options and it was

RESOLVED that the allocation of S106 funds be as follows:

- Allotments (£1,000): Dussindale (£500) and Hillside (£500)
- Play (£5,000): Laundry Lane (£5,000)
- Sport (£22,000): Fitzmaurice Pavilion - Improvements to the sports changing rooms, spectator facilities and cricket provision (£22,000)

6 **ALLOTMENT USER PADLOCKS**

The Town Clerk reported on an issue which had arisen at the Dussindale allotments whereby access to a communal pathway had been restricted because a gate and padlock had been installed on one of the allotments located at the front of the site, restricting access to an allotment at the rear of the site and to services. Members agreed this was not an ideal situation as access was needed at all times to the communal pathways by all allotment holders and by the Town Council. There was currently nothing within the allotment agreements to regulate this and members agreed that this matter should be resolved by including a requirement in the

agreements for all communal pathways to be kept open and accessible at all times. The agreements were due for renewal in October and this would be an ideal time to amend the agreements to incorporate the requirement. Members felt that the Town Council should be able to access all allotments if the need arose.

RESOLVED

1. that the allotment agreements be amended at the next renewal in October to incorporate a requirement regarding the use of padlocks and that all communal pathways be kept open and accessible at all times.
2. that an update be reported to members at their meeting in October regarding the current position on the occupancy of allotments.

7 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.

8 PARKS AND ESTATES APPRENTICE

The Town Clerk reported that the Parks and Estates Apprentice had originally been employed for 30 hours per week to allow for work on his apprenticeship to be undertaken. The Apprentice was fulfilling this requirement and was indeed ahead of schedule with his apprenticeship and was undertaking additional hours of work. Members supported the suggestion to increase the hours of employment of the Parks and Estates Apprentice from 30 to 37 hours per week. Members were advised of the current hourly rate of the Apprentice and how this was soon to increase as part of the annual review. It was noted that funding was received towards the cost of the apprenticeship and that the increase could be met from within the current budget provision.

RESOLVED to increase the Parks and Estates Apprentice hours of work from 30 to 37 hours per week.

9 PARKS AND ESTATES OFFICER – EMPLOYMENT

Members considered the report of the Town Clerk regarding the intention of one of the Parks and Estates Officers to retire in March/April 2018. Members agreed it would be prudent to engage a replacement officer during Autumn/Winter to work alongside the current post holder to facilitate a successful transitional period. Members noted that there were possibly insufficient funds in the current budget to meet this proposal and that any additional funding needed would have to be met from an alternative budget heading.

RESOLVED to employ a replacement Parks and Estates Officer during Autumn/Winter to work alongside the current post holder to facilitate a successful transitional period

pending the retirement of one of the current post holders.

The Town Clerk invited a member to join the interview panel for the post of the weekend Parks and Estates Officer and Mr I Mackie undertook to do this. Having regard to the increasing demands on the work of the Parks and Estates staff, particularly with the allocation of additional land arising from forthcoming planning applications, members noted that the role of the team would need to be kept under review.

10 ANY OTHER BUSINESS

Parks and Estates Manager – Members received an update on progress with the Parks and Estates Manager’s phased return to work and noted that this was progressing well but was still being monitored. Guidance had been received from Occupation Health who would be consulted again after 12 months. Members noted the changing emphasis of the role of the Parks and Estates Manager as the work of the team grew.

Moorings – members noted that planning permission had now been submitted for the proposal for moorings at River Green; the Broads Authority had required formal plans for the proposals which had been prepared and submitted. The Town Clerk commented that he intended to approach the Broads Authority regarding reinstatement of powers removed in 2009 to act on appropriate matters affecting River Green without planning permission.

Yarmouth Road - recoating of surface. Members noted, with some concern about the dirt and dust being generated, that works were being undertaken to recoat the surface of Yarmouth Road to help prevent future problems of cracks and holes in the surface.

FUTURE AGENDA ITEMS

- Budget
- Re-design of Town Hall to increase the size of the Hall
- Street Lighting – update

DATE OF NEXT MEETING

Having regard to staff availability, it was noted that unless there was urgent business, the next meeting would be in October.

The meeting closed at 8:20pm

Signed:

Dated: