

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 16 October 2017 at 7.30pm**

1 Present:

Miss S Lawn (Chairman)

Mr J Emsell

Mr I Mackie

Mrs T Mancini-Boyle

Mr J Ward

Mr S Snelling also attended

Apologies: Mr F Bowe and Mr L Reeves

In attendance:

Mr T Foreman (Town Clerk)

Mrs D Matthews (Committee Officer)

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 MINUTES

The Minutes of the meeting held on 21 August 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 BUDGET 2018/19

Members considered the report of the Town Clerk regarding outline budget priorities for 2018/19. Members discussed their priorities for the next year and also into the year after. They supported the projects listed in the report and some additional items which had arisen from discussions at recent meetings of the Town Council and from the consultation on the neighbourhood plan. They considered that over a two-year period, the Council's increase in spending should be capped at approximately 10% of the current precept, noting that an increase of 5% per annum would equate to roughly an additional £3 for a Band D property. A higher increase might be necessary in the first year having regard to the timing of projects coming forward. The items which needed to be funded included:

- Parks and estates officer funding – full year costings
- Increased funding for training and personal protective equipment due to increased staffing
- Asset replacement for the Parks and Estates Team
- Uplift for the Parks and Estates Supervisor post
- Funding for the Café project
- Funding for an apprenticeship scheme
- Funding for alternations to the Fitzmaurice Pavilion to enhance options for community use of the building.

It was anticipated that investment in some of the projects listed would hopefully increase income to the Town in addition to providing enhanced community facilities.

RESOLVED

to support the broad areas for potential increased spending highlighted in the bullet points listed above, with a cap on the precept increase of 10% over the next 2 years and that the fully costed budget be presented to the November 2017 Finance and Staff meeting for consideration.

6 SHREDDING PROPOSAL

Members considered the papers setting out a possible option for dealing with waste paper produced by the Council including confidential papers. The Clerk commented on the need to ensure the Council complied with data protection requirements with regard to the handling of confidential waste. Having regard to the costings for an external collection/shredding service for all office paper, members were minded to continue to dispose of confidential waste in house. They felt that costings should be sought for a suitable shredder which would allow for the automatic feed and shredding of material on a 2 weekly cycle with the necessary records of materials shredded kept and signed off as required. Allowing for a satisfactory warranty, it was anticipated the cost would be in the region of £150.

RESOLVED to proceed with the purchase of a new shredder as outlined above.

7 BOWLS CLUB SURVEYORS REPORT

Members considered the confidential papers regarding the outcome of an inspection carried out at the request of the Town Council of the Bowling Green and Club House for the purpose of identifying works required to comply with covenants in the lease. Having regard to the potential costs of the works needed to the building and the prospect that the club may not be able to fund the works, the Clerk explained the potential recourses available to the Town Council to deal with the failure to comply with the covenants of the lease. It was agreed that opportunity should be given to the Bowls Club to carry out the necessary works and that the costings provided were indicative with the Club free to secure its own contractors but these needed to be bona-fide, professionally qualified contractors, with priority being given to the statutory compliance matters. The Town Council was keen to see the Bowls Club continue but ultimately, failure by the Club to address the outstanding issues could result in the Town Council resuming control of the building and management of it for community use.

RESOLVED that the findings of the Surveyor's report be shared with the Bowls Club and that they be requested to ensure the required works are carried out to the building to comply with the requirements of the covenants of the lease. Details of the works to be undertaken to be shared with the Town Council and be carried out by bona fide professional contractors, noting that the costings given in the surveyor's report were

for guidance.

8 COMMUNITY LUNCHEON

The Town Clerk reported that he had met with the District Council who had confirmed that no alterations would be required to the kitchen at Roxley Hall in order to allow food to be prepared for the proposed luncheon club. They were very complimentary about the standard of the kitchen area. A portable, table top oven/hob would need to be purchased at an approximate cost of £850. He had also met with the organisers of the luncheon club to discuss their proposals. It was proposed to run the club monthly initially depending on demand. The District Council would need to inspect the initial luncheon preparations to award a food hygiene rating and the organisers had to date received high ratings at other luncheon clubs. Members agreed that publicity was needed to promote the new luncheon club and it was agreed to call the new club the "Thorpe Luncheon Club" with a logo consisting of a blue heart and the initials "TLC".

RESOLVED to support the proposals for a new luncheon club at Roxley Hall including the purchase of a portable table top oven/hob for approximately £850, the naming of the club the "Thorpe Luncheon Club" with a logo consisting of a blue heart and the initials "TLC" and that publicity be arranged to promote the club.

9 UPDATE ON PROJECTS

The Town Clerk reported that the new street lights on River Green would be installed in January 2018 to avoid any disruption to the Christmas lights event.

He also reported that an expression of interest had been received about running the proposed café at the Fitzmaurice Pavilion and that discussions had commenced with the interested party regarding development of a business plan for the café. The District Council had indicated that provision of a domestic kitchen at the pavilion would suffice which would be provided by the Town Council with the interested party providing table top food cabinets. Further details would be available in due course.

10 UPDATE ON STAFFING

It was noted that the new member of the Parks and Estates Team had now started work. The Town Clerk advised Members that he had been invited by a Company to undertake some research work at weekends relating to local government. Members confirmed their approval of these matters.

11 UPDATE ON ALLOTMENTS

Members noted that there were now 11 residents on the waiting list for allotments. He confirmed that regular inspections of the allotments were being carried out by the parks and Estates Team.

ANY OTHER BUSINESS

A comment was made that the River Green area was in need of tidying up and it was noted that this would be done when the recently seeded grass had taken hold and the

necessary planning permissions for work had been sought. Following a suggestion, it was agreed that consideration be given to allowing commemorative plaques to be fixed to the proposed benches at the memorial area on River Green. The weekend of 25 June 2018 was mentioned as a potential suitable date for the celebrations to commemorate the ending of the first world war.

DATE OF NEXT MEETINGS

Finance and Staff	tbc
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The meeting closed at 9:00pm.

Signed:

Dated:

DRAFT