

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 20 November 2017 at 7.30pm**

1 Present:

Miss S Lawn (Chairman)

Mr F Bowe Mr J Emsell Mr I Mackie Mrs T Mancini-Boyle Mr L Reeves

Apologies: Mr J Ward

In attendance:

Dr T Foreman (Town Clerk)

Mrs D Matthews (Committee Officer)

Ms J Fenn (Deputy Clerk and
Responsible Financial Officer)

Mr D Sayer (Parks and Estates Manager)

Three members of the public were present and a member of the Parks and Estates team. Mr S Snelling also attended.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 MINUTES

The minutes of the meeting held on 16 October 2017 were agreed and signed as a true record.

4 PUBLIC SESSION (limited to 3 minutes per speaker)

No members of the public present wished to speak.

5 THORPE RECREATIONAL BOWLS CLUB

Members considered correspondence from representatives of the Bowls Club including a list of contractors and the work proposed to the clubhouse in response to the surveyor's report. The Town Clerk reported that the proposals for work to the clubhouse were all acceptable but there was a question as to whether there was a need to remove the redundant duct in the roof area. Members noted that the surveyors report included a recommendation for the removal but it had been put forward that this might not be essential and indeed could result in unnecessary disturbance to the area inside the roof. Members acknowledged that the work appeared unnecessary but felt that, as the recommendation for its removal had been included in the surveyor's report, the surveyor should be asked if the ducting could remain before any consent could be given for it to be left in place.

RESOLVED that

1. approval be given to the works proposed by the Bowls Club to the clubhouse as per the documents submitted;
2. the opinion of the surveyor be sought regarding the possibility of leaving the redundant duct in place in the roof.

6 BUDGET 2018/19

Members considered the report of the Town Clerk setting out the draft budget for 2018/19 prior to its submission to the Town Council in December. Members were reminded of their responsibilities in setting the budget in accordance with the various legislation.

The Responsible Finance Officer reported that the main increase in the proposed budget was for staffing costs, in particular, within the estates team to accommodate the enhanced role of the team. It also included nominal increases in charges, and provision for asset management and the repair programme and reflected savings achieved through contract management.

The proposed precept would amount to a 10% increase equating to £7.71p for a band D property or 15p per week. This increase would facilitate the needs of the Town over a two-year period with little or no increase in budget needed in the second year. The draft budget met legislative requirements and members were invited to consider the budget and any amendments required for recommendation to the Town Council for adoption.

After the Responsible Finance Officer had answered member's questions, it was

RESOLVED to recommend to the Town Council that the budget for 2018/19 be approved as presented.

Members thanked the Responsible Finance Officer for her work in preparing a high quality and accurate budget.

7 PARK AND BUILDINGS SIGNAGE

Members considered proposals for new signage to the park and buildings. It was noted that the signs proposed would be in the same design as the Town Council's other signs and members welcomed the addition of the flower beds. Sleepers would need to be purchased and the flowerbeds would then be installed in-house. Signs would be installed at each entrance to the parks. It was noted that the opening hours of the Town Council (and the resultant opening/closing of the barriers) would be on display on the noticeboard.

RESOLVED to proceed with the installation of signs at the entrances to the parks in accordance with the design submitted.

8 UPDATE ON PROJECTS

The Town Clerk advised Members that planning permission had now been received for work at the Town Hall (clock tower and flag poles) and the moorings at Rivergreen. Investigations had been made into an issue raised at a previous meeting about the potential conflict of use of the Rivergreen area for fishing and other uses of the area. The Environment Agency had been consulted and were keen to preserve the area for a variety of uses including fishing as this was seen as an important area for the activity. They would be happy to liaise with the Town Council in the future regarding funding to help support the use of the area. There had been no complaints received about fishing from the area and it was agreed that there was no need to take any further action on this matter at the current time.

9 ESTABLISHMENT OF A THORPE ST ANDREW MARCHING BAND

Councillor Snelling reported on the idea of establishing a Thorpe St Andrew Band. He was mindful of the difficulties of securing a band to appear at events organised in the Town, particularly a marching band for remembrance celebrations. There was also currently little provision in the Town for musicians to progress from playing music in school to continuing when leaving school. Members supported the idea, particularly having regard to the number of events organised in the Town for which a local band could potentially play an active role. There would be a need to identify a suitable band leader/music tutor and a need to give thought to possible funding to help support the establishment of a band. Initially contact should be made with local schools to see if there was any interest/support for such a proposal and to discuss how to take the project forward. Ideas included funding for the hire/purchase of instruments or uniform or to support the costs a tutor/band leader. It was noted that funding would have to come from existing budgets and could not be met from CIL money or Section 106 monies. There was also scope to see if the District Council would be able to support the initiative.

RESOLVED that further investigations be undertaken into the possibilities for establishing a Thorpe St Andrew Band.

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 PARKS AND ESTATES OFFICER POST

The Town Clerk reported on a request from a member of the estates team for a series of adjustments to his working arrangements. After the Town Clerk had detailed the adjustments sought and members had carefully considered the matter, it was

RESOLVED that the member of staff be advised that the Town Council confirms that it wishes to retain the working arrangements for the post to which he was appointed in order to meet the operational requirements of the service.

DATE OF NEXT MEETINGS

Town Council	4 December 2017
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The meeting closed at 8:30pm.

Signed:

Dated: