

**Thorpe St Andrew Town Council  
Minutes of the Finance and Staff Committee Meeting  
held on 22 January 2018 at 7.30pm**

**1 Present:**

Miss S Lawn (Chairman)

Mr F Bowe    Mr J Emsell    Mr I Mackie    Mr L Reeves    Mr J Ward

**Apologies:** Mrs T Mancini-Boyle

**In attendance:**

Dr T Foreman (Town Clerk)

Mrs D Matthews (Committee Officer)

No members of the public were present

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

None

**3 MINUTES**

The minutes of the meeting held on 20 November 2017 were agreed and signed as a true record.

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

None

**5 UPDATE ON PROJECTS AND SPONSORSHIP**

The Town Clerk update members as follows:

Bowls Club – the surveyor had confirmed that in his opinion there was no issue with the redundant ducting remaining in the roof and consent had been given to the Bowls Club to leave the ducting in place.

Marching Band – the school had been approached but there was a very limited number of children playing brass instruments. Consideration was being given to approaching other schools in the Broadland area.

River Green – the new street lights would be installed in February and the Christmas lights would be removed at the same time.

Memorial Garden – the Town Clerk invited members to agree the wording and the final details for the memorial garden and the following matters were agreed:

- Members reiterated their intention to host activities to celebrate the 100th anniversary of the end of the First World War around 11:00 am.
- A polished sphere was now the preferred option rather than a lightly sanded sphere as it was felt this would compliment the other materials being used for the memorial.
- If possible, the sphere incorporate an outline of the world continents.
- the square plinth include the following dates, one on each side: 1914/15,

1915/16, 1916/17 and 1917/18.

- The bottom plinth include the following words “1<sup>st</sup> World War Memorial Garden” and underneath: “Thorpe St Andrew Town Council”.

Multi-Purpose Games Area – tennis nets would be installed soon.

Town Hall – the installation of the flag pole and the clock tower would take place soon and fencing work was now complete.

Dussindale play area – the play surface had been repaired.

Defibrillators – 2 had been purchased for installation in the two parks.

Toilet Block – the Town Clerk had contacted the District Council who were still awaiting information from NPLaw, the County Council’s Solicitors, on matters regarding ownership of the toilet block.

Roundabout sponsorship – after a lengthy discussion, during which members noted the situation regarding the use of advertisement material on the roundabout, it was agreed, for a trial period, to erect a tasteful sponsorship sign at a suitable location on the roundabout when leaving the Town (as opposed to the access leading into the Town). The sponsorship received would contribute towards the cost of flowers/maintenance of the roundabout which was undertaken by the Town Council. It was agreed to revisit the matter in 6 months and to look at other potential locations in the Town for sponsorship signs and to consider promoting the Town Council itself on the roundabout.

## 6 UPDATE OF POLICIES AND PROCEDURES

Members considered the report of the Town Clerk providing an introduction and update to the policies and procedures of the Town Council. A list of the policies and procedures was set out in the report and copies of all the new and updated documents had been circulated to members. The Town Clerk commented that the compilation of a comprehensive set of policies and procedures ensured the Council had measures in place to effectively manage its staff and meet its obligations.

Members considered the documents and welcomed the comprehensive update. An amendment was suggested to rule 7 – Previous Resolutions – to increase the number of members required to give written notice of a special motion to reverse a resolution from 4 to 6 members. Members supported the suggestion.

**RESOLVED** to recommend to the Town Council that the policies and procedures attached to the report be adopted as submitted subject to the amendment to rule 7 – Previous Resolutions - to increase the number of members required to give written notice of a special motion to reverse a resolution from 4 to 6 members.

## 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 UPDATE ON STAFFING**

The Town Clerk reported on the current position regarding staffing in the office and members noted the situation regarding the ongoing absence of a member of staff. Notwithstanding the circumstances relating to the absence, it was agreed that the Clerk request occupational health to assess the current situation.

With regard to the current staffing within the parks and estates team, members noted that the Manager’s phased return to work was progressing and he was now back full time. The current parks and estates officer would be retiring in March and the Town Clerk advised members of revised staffing proposals to ensure the team were fully able to meet the demands of the work. He felt this could best be achieved at this time by re organising the staffing structure to include two full time parks and estates officers (one for mid-week and one for extended weekends) in addition to the full-time post to be filled by the current apprentice at the start of April. The engagement of another apprentice would not be pursued for the time being. This would provide sufficient resources and experience to deliver the necessary services. The costs of the proposals would be met from existing resources allocated to staffing the team.

With regard to the pending retirement of the current post-holder, members asked for consideration to be given to a suitable retirement gift from members together with an official service award and that a presentation be held at the Council meeting in March in addition to an informal officer/member gathering.

**RESOLVED** to support the revised proposals of the Town Clerk for staffing the parks and estates team as outlined above.

**Any Other Business** – Cllr Ward advised members that he would be hosting a civic service as Chairman of Norfolk County Council at the church in Thorpe St Andrew on 15 April 2018.

**DATE OF NEXT MEETINGS**

Town Council	5 February 2018
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*The meeting closed at 9:00pm.*

*Signed:* .....

*Dated:* .....