

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 19 February 2018 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 J Fenn (Deputy Clerk and

Responsible Financial Officer)

Mrs D Matthews (Committee Officer)

Mr D Sayer (Parks and Estates Manager)

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 22 January 2018 were agreed and signed as a true record.

With regard to matters arising from the minutes, it was noted that the transfer of ownership of the toilet block to the Town Council was progressing and the paperwork was currently being finalised.

4 PUBLIC SESSION (limited to 3 minutes per speaker)

No members of the public were present.

5 FINANCE

(a) Variance Report 1/4/17 to 26/1/18

Members considered the variances as set out in the table in the report.

RESOLVED to approve the variances for 1/4/17 to 26/1/18.

(b) Summary of Receipts and Payments – cost centres and codes 1/4/17 to 26/1/18

The Deputy Clerk and Responsible Financial Officer took members through the detailed summary of receipts and payments for all cost centres, including a detailed breakdown of the Fitzmaurice project, the main capital spend for the year. Additional items/works had been included in the project but it was still likely to be completed within the budget. The Deputy Clerk and Responsible Financial Officer drew attention to the salient points and highlighted where payments had been made since the preparation of the figures or would be made before the end of the year. Members noted the underspends in some areas and that work was ongoing to identify any

priority areas of work for reallocation of appropriate underspends. Examples of potential areas included works at the allotments, CCTV upgrade, safety matting and fencing at the play area, a website refresh and equipment for tree/grounds management.

It was noted that a separate bank account had been set up for the dementia café with the receipts/payments for the café being kept separate to Town Council funds. All donations received for the café would be used for the benefit of the café, including supplies and activities.

With regard to the Morse Pavilion Recreation Ground, it was noted that an order for aggregate had been placed to be used to resurface some areas which needed attention. A request had only recently been received from the Friends of Thorpe St Andrew Parks for the Town Council to commence works to the play area and this would be dealt with in due course.

RESOLVED to approve the receipts and payments 1/4/17 to 26/1/18.

(c) Review of Risk Assessments

Members considered the review of risk assessments and the Deputy Clerk and Responsible Financial Officer highlighted the changes made. These included:

- Revaluation of premise every 5 years by professional services
- Bus shelters inspected monthly by cleaning contractor
- Instructions to lock door when lone working in office
- First aid training undertaken by key members of staff
- Payroll managed by the RFO using Iris payroll, RFO checks/verifies salaries and payments made via the bank on line with 2 members approval

It was noted that a comprehensive review of risk assessments would be needed following introduction of the General Data Protection Regulations.

RESOLVED to approve the risk assessment.

(d) Review of Effectiveness of Internal Audit

RESOLVED to approve the effectiveness of Internal Audit

(e) Review of Effectiveness of Internal Control

RESOLVED to approve the effectiveness of Internal Control

(f) Appointment of Internal Auditor 2018/19

RESOLVED to appoint Pauline James as Internal Auditor for 2018/19

6 UPDATE ON PROJECTS

The Town Clerk updated members on the following projects:

River Green – the memorial stone had been ordered and would be available for installation in July. Delivery and installation of the new street lights was imminent.

Fitzmaurice Park – work was due to commence shortly on the changing rooms to remove some of the toilets and install showers and the estimated cost was £2,500.

Café – St Georges Park, Morse Pavilion – discussions had taken place with an Economic Development Officer at Broadland regarding the proposals for the café and there was support for the proposal. Work was continuing into the costings and discussions held with surveyors regarding quotations for the necessary technical drawings. These were likely to cost in the region of £1,200. Members reaffirmed their desire to see the project proceed as soon as possible with a view to opening this summer if possible, noting that planning permission would be needed for change of use. The fabric of the building was regarded as sound enough for the proposals and a very broad estimate of the cost of the works to adapt the building was in the region of £9 - £16,000. It was noted that £9,000 had been earmarked in this year's budget for this project from the sale of the tractors.

Town Hall – the installation of the flag poles and clock tower would hopefully be complete by the Commonwealth Day celebrations.

Ground Maintenance – an option to purchase a flail cutter and reed brush for maintenance work was being investigated – to be funded from underspends.

7 ADULT SOCIAL CARE

Members considered the report of the Town Clerk setting out a proposal from the Mayor to move away from core services and consider working with Norfolk County Council on helping elderly people stay in their own homes and manage their lives. The Town Mayor explained the thinking behind his proposal. Whilst there appeared to be a great deal of support available for vulnerable people such as those returning from hospital or care to their own homes, there was no coordination of this help and a lack of easily accessible information about the help available. On a practical level, help was often needed with simple errands such as gardening and shopping but it was not always obvious where to seek this help. He was keen to see if something could be done to co-ordinate all the services and support offered by the different agencies and help signpost residents to these. A lengthy discussion took place and members were very keen to develop this idea. It was felt that a dedicated officer to undertake this work was not the best way forward having regard to work already being done by the County and District Councils and the burden of the cost of this falling to the Town, but there was potential for other work to be done. Members noted that a lot of work was currently being trialled by the County and District Councils and a wide range of support was available. Officers from the County and District were willing to visit the Town's dementia café and luncheon clubs to help raise awareness and signpost people and pick up those in need. These venues would be ideal to help raise awareness and could be utilised by other agencies to help distribute information about services and support with the Town Council acting as facilitators. Town Councillors also had a huge role to play in raising awareness amongst residents and signposting them to services. A starting point would be to fully establish what was currently available and being developed and to produce an information leaflet/fact sheet/flow diagram about services and support available and options for the Town's newsletter could be explored. There was also potential to organise information stands at the

Town's annual events to promote the support available.

Members were also keen to ensure that similar support and guidance was available to young people, particularly those leaving school, to access support if needed. Young peoples' wellbeing was a growing concern and again information was not readily available and it was not always easy to access support services.

Members felt that a working group should be set up of councillors and interested parties to look at all the options.

RESOLVED to recommend the Town Council to set up a working group to look at options for the Town Council to gather information on all the services and support offered by the different agencies and help signpost residents to these.

8 GENERAL DATA PROTECTION REGULATIONS

Members noted that the training for members on the GDPR would be held on 19 March 2018 at 6:30pm at the Town Council offices.

9 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.

10 UPDATE AND CONFIRMATION OF RECRUITMENT

The Town Clerk reported that interviews had been held for the vacant posts in the parks and estates team and 2 candidates had been offered posts. Members gave consideration to the starting salaries of the two appointees and, having regard to their current experience, qualifications and hours of work, agreed the appropriate starting salary. The appointments were subject to a 3-month probationary period and were permanent contracts.

RESOLVED to approve the appointments as set out above.

DATE OF NEXT MEETINGS

Town Council	5 March 2018
Finance and Staff	23 April 2018

The meeting closed at 9:20pm.

Signed:

Dated:

DRAFT