

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 4 June 2018 at 7.30pm**

1 ELECTION OF CHAIRMAN

It was proposed, seconded and

RESOLVED that Mr I Mackie be elected Chairman for 2018/19.

2 ELECTION OF VICE-CHAIRMAN

It was proposed, seconded and

RESOLVED that Miss S lawn be elected Vice-Chairman for 2018/19.

3 Present:

Mr I Mackie (Chairman)

Mr F Bowe Mr J Emsell Miss S Lawn Mr L Reeves Mr S Snelling Mr J Ward

Changes to Committee: Mr Snelling had replaced Mrs T Mancini-Boyle on the committee

In attendance:

Dr T Foreman (Town Clerk)

Mr D Sayer (Parks and Estates Manager) Mrs D Matthews (Committee Officer)

1 member of the public was present.

4 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

5 MINUTES

The minutes of the meeting held on 23 April 2018 were agreed and signed as a true record.

With regard to Minute no: 7 – Correspondence from St Andrews Football Club, concern was expressed that the football club appeared to have gone to the press about the issue of the café facility and members were disappointed with the view put forward by the club in the press article as it did not reflect the whole circumstances nor acknowledge the support offered to them by the Town Council. Members reiterated that they felt the two refreshment services were fulfilling very different needs, with the football refreshment facility serving a very limited football audience and that they could both co-exist. The situation would continue to be monitored.

6 PUBLIC SESSION (limited to 3 minutes per speaker)

A member of the public asked a question regarding the commercial mooring agreement and it was confirmed that the proposal for out of season mooring was for a broads cruiser style boat whilst the smaller day boats would be moored at the site during the season.

7 FINANCE

- (a) Annual Internal Audit Report 2017/18 - Members received the Annual Audit Report for 2017/18 and the Town Clerk advised that no issues had been raised as part of the audit.

RESOLVED to note and approve the audit report.

- (b) Section 2 Accounting Statements 2017/18 – Members received the Section 2 Accounting statement and it was

RESOLVED to note and approve the Section 2 Accounting Statement for 2017/18.

- (c) Payment Vouchers 132 – 242 totalling £57,432.98 – Members considered the payment vouchers listed. It was noted that the blockage at the Morse pavilion had been caused by paper hand towels over a weekend but it was not possible to identify which team would have been responsible. Long term, options for replacing the paper towels would be explored.

RESOLVED to note and approve the voucher payments detailed.

8 RIVER GREEN LIGHTING PROJECT – BUNTING/FLOWER BASKETS

Members considered the report of the Town Clerk setting out options and costs for the provision of bunting and flower baskets for the 22 new footway lights installed on River Green. They thanked the Estates team for their efforts in erecting bunting for recent the royal wedding which had received much positive feedback.

Flower Baskets – Members considered the alternatives of hiring or purchasing baskets and concluded that purchasing the holstars baskets was the preferred option. This would be more cost effective long term and enable all year-round flower displays. There was also the potential for the Estates team to grow their own plants to allow for more choice in colour and design of displays. There were various options as to how this could be progressed including the potential for a community garden/greenhouse and it was felt this idea should be explored further. For this year's display however, plants would be purchased as in the past.

Bunting – Members considered the costings for union jack bunting and block coloured red/white/blue bunting. Whilst the union jack design was the preferred option it was felt to be too expensive. Some of the existing bunting was not really fit to be re-used and members therefore agreed that new bunting in plain block colours, blue/white/red should be purchased for the full length of the row of footway lights.

Planter seats – Members considered options for planted seats for use on the playing field which could also then be used as barriers for the occasions when roads were closed for events. Members felt the designs proposed were not wholly suitable for seating and so would prefer the use of normal planters on the playing field.

RESOLVED:

- (1) to proceed with the purchase of 44 holsestar planters and clips in black at a total

cost of £2003.76 including vat; plants for this year to be purchased as in previous years;

(2) options for developing a community greenhouse/garden with a view to growing plants for the baskets in the future be considered at the next meeting;

(3) new bunting in plain block colours, blue/white/red, be purchased for the full length of the row of footway lights (220m) at a cost of £9.99 +vat per 10m;

(4) not to proceed with the purchase of seated planters for the Park but to purchase planters similar to those already in use.

9 RIVER GREEN COMMEMORATE GARDEN BENCHES

Members considered the report of the Town Clerk setting out options and costs for the provision of benches at River Green. The benches would be installed between the trees on the Green and would need to be 2-seater to fit in the existing gaps. It was suggested that plaques be incorporated into the benches to commemorate the forces, the Royal Navy, the Royal Airforce, the Army and the Merchant Navy. Members expressed a preference for the Sandwick Winawood 2-seater bench in teak finish.

RESOLVED to proceed with the purchase of 4 Sandwick Winawood 2 seater benches in teak finish at a cost of £252.53 inc vat per bench.

10 WOODLAND TRUST COMMUNITY TREE PACK

Members considered the report of the Town Clerk seeking views on proposed areas to plant 420 tree saplings from the Woodland Trust received as part of the Queen's Commonwealth Canopy. It was noted that maintenance work had recently been undertaken to thin out existing woodland areas on the Park which had become too dense and overgrown as a result of previous plantings not being managed and maintained. As part of this clearance of small, densely populated trees there was a need to replant a significant number of trees over the next 5 years. In addition to this planting, a number of trees could also be planted along the pathways on the park and in the area to the boundary of the park to create a continuous canopy of appropriately spaced trees. The species of trees to be planted included a range of harvestable specimens such as crab apple, hazel, blackthorn, dog rose, elder and rowan which it was felt would create an orchard feature on the far side of the park. It was agreed that the area could be called the Queen Elizabeth Orchard.

RESOLVED to recommend the Town Council to proceed with the tree planting as outlined above and that the area of harvestable trees planted on the far side of the park be called the Queen Elizabeth Orchard.

11 COMMERCIAL MOORING AGREEMENT

Members considered the report of the Town Clerk seeking approval of the commercial

mooring agreement as set out in the appendix to the report. The agreement was a temporary one to enable the boat hire service to get up and running this season and would need to be reviewed in April 2019. The Town Clerk highlighted some of the key features of the agreement which would protect the interests of the Town Council in managing the use of the moorings. Both parties would be able to terminate the agreement with 30 days' notice and there was no security or rights under the Landlord and Tenancy Act 1954. It was noted that reference in the agreement to the data protection act needed to be updated. With regard to reference to no double mooring, it was noted this would restrict the mooring places available to four day boats. The Clerk confirmed that the boat hire company was aware of this restriction which was a limitation imposed by the Broads Authority. It was hoped to seek a variation from the Broads Authority to allow for double mooring mindful of the fact that there was on occasions triple moorings on the opposite side of the river.

RESOLVED to approve the commercial mooring agreement as set out at appendix 1 to the report.

FUTURE AGENDA ITEMS

- Community garden/greenhouse
- River Green Toilet Block Refurbishment– update
- Café Project – update

DATE OF NEXT MEETING

16 July 2018.

The meeting closed at 8:55pm.

Signed:

Dated: