

**Thorpe St Andrew Town Council  
Minutes of the Finance and Staff Committee Meeting  
held on 16 July 2018 at 7.30pm**

**1 Present:**

Miss S Lawn (Vice-Chairman)

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

**Apologies:** Mr I Mackie

**In attendance:**

Dr T Foreman (Town Clerk)

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

4 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 4 June 2018 were agreed and signed as a true record.

Update on previous Future Agenda Items:

- Community Greenhouse – the Town Clerk advised that work was progressing on this matter and he hoped to report further to the next Town Council meeting.
- Toilets at River Green – the Town Clerk said he hoped the boat hire company would be operating from River Green the following weekend and the paper work in relation to the transfer of ownership of the toilet block would very shortly be concluded.
- Café – The Town Clerk commented that the required planning applications were being processed.

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

Members were addressed by four young residents of Thorpe St Andrew who were seeking permission to hold a fete on the Fitzmaurice Park on Friday 20 July 2018 from 3pm to 6pm setting up from 1pm and clearing away by 7pm, as part of their National Citizenship Service social activity project. The fete was in support of the Leeway Charity and they hoped they could raise the profile of the charity as well as raising funds for them. The applicants held public liability insurance and had carried out a risk assessment. The fete would be a relatively modest one with a few low-key stalls (face painting, penalty shoot-out, hook the duck, cakes and drinks stalls etc) which would be manned by the 17 volunteers involved in the project. An area approximately half the size of a football pitch, in front of the Town Hall would be adequate. They would be advertising the fete at local schools and other local venues. (See minute no: 9.)

**5 FINANCE**

Members considered the papers distributed at the meeting and the Town Clerk drew

attention to some key areas of activity and answered members' questions. It was noted that new gates would be installed on the allotment to improve access. With regard to verge cutting, although the dry weather would affect the number of cuts made, there was still a need to top cut weeds growing. The number of cuts to date was currently higher than last year because of the new contract arrangements and the work being done inhouse and there was more flexibility to respond to the needs as they arose. It would be possible to assess the costings more fully after a full season of cutting. Work would be undertaken in the near future to review other contracted work to explore options for savings/increased buying power.

- (i) Summary of Receipts and Payments – members received and approved the summary of receipts and payments.
- (ii) Summary of Cost Codes – members received and approved the summary of cost codes.
- (iii) Variance Report - 1/4/2018 to 30/6/2018 – members noted the current figures.
- (iv) Summary of Capital Spend – members received and approved the summary of capital spend.
- (v) Summary of Events - members received and approved the financial summary in relation to events.

## 6 UPDATE ON BROADS AUTHORITY REPORT

The Committee received a presentation by the Town Clerk, a copy of which was circulated to all members, setting out a full overview of the situation regarding the commissioning by the Broads Authority of a report on Staithe. The report claimed that ownership of the Staithe at River Green was unclear, a claim that the Town Council had strongly refuted. The presentation made reference to the comments of the Broads Authority in response to the concerns of the Town Council and their acceptance that the Town Council owned the Staithe but the lack of any attempt to correct erroneous claims in the report. It also included extracts of a number and range of documents, maps and records, sourced following extensive research of archive material, which demonstrated clearly that, historically, the Staithe was privately and not publicly owned. Members thanked the Town Clerk and the Parks and Estates manager for the comprehensive research undertaken on this matter and the number of hours of work committed to fully researching the records available. They were appalled at the misinformation still included in the report and that this draft report had been published and was accessible to interested parties with consequential damaging impact on the Town Council's ability to manage River Green and on its credibility.

Having reviewed the situation, members reaffirmed their desire to take action to resolve this matter. It was, accordingly

**RESOLVED** to instruct the Town Clerk to submit the evidence held by the Town Council to the Broads Authority to seek amendment or deletion of erroneous information in the report. Failure to reach agreement for such amendment or deletion by the date of the Town Council's next meeting on 6 August would result in that meeting being recommended to convene an extra ordinary single item meeting of the Town Council in public to seek authority to pursue legal action.

**7 CPICKLEBALL REQUEST**

Members considered the report of the Town Clerk setting out a request from a "Pickleball" trainer in the East of England to mark lines for a Pickleball court on the MUGA at Fitzmaurice Park. Pickleball was a fast growing racket sport game. A group of approximately 30 people were currently using the MUGA to play the sport with temporary taped lines. It was noted that there was no budget provision for the cost of re-lining the MUGA, which was only painted last year. Members welcomed the initiative and were happy to allow the Group to mark the court formally but that the cost would have to be met by the Group.

**RESOLVED** that consent be given to the Pickleball club to mark lines for a pickleball court on the MUGA at Fitzmaurice Park, using the Council's preferred contractors for the work, and that the costs be met by the Group.

**8 NORFOLK COUNTY COUNCIL LAND FOR SALE**

Members considered the report of the Town Clerk setting out an option for the Council to consider purchasing a piece of land for sale by the County Council at Pound Lane. The Town had in 2016 considered a proposal to purchase this piece of land along with an additional piece subject to certain criteria which was rejected by the County Council at that time. The rejected section of land was subsequently sold. The County Council were now offering the Town Council the remaining section of land at a reserve price of £2,500.

Members were of the view that the land was of no value to the Town Council and there was no reason or justification for purchasing the land particularly having regard to the ongoing maintenance liability of the land.

**RESOLVED** that the option to purchase the land be declined.

**9 FETE AT FITZMAURICE PARK**

Members considered a request from the National Citizenship Service Group D to hold a fete on the park on Friday 20 July 2018 from 3pm to 6pm setting up from 1pm. The fete was in support of the Leeway Charity. The applicants held public liability insurance and had undertaken a risk assessment. Representative from the group had earlier addressed the Committee and answered questions about the event. Members commended the efforts of the Group in organising the event, particularly in such a short timescale, and welcomed their request. They expressed support for the event and undertook to help them if necessary with any of the arrangements.

**RESOLVED** to support the request by National Citizenship Service Group D to hold a fete on the park on Friday 20 July 2018 from 3pm to 6pm.

*The meeting closed at 9:05pm.*

*Signed: .....*

*Dated: .....*