

**Minutes of Finance and Staffing Committee Meeting
held on 18th January 2016**

1. PRESENT:

Mr I Mackie (Chairman)	Miss S Lawn
Mr F. Bowe	Mr L Reeves
Mr J. Emsell	Mr J. Ward
Mrs T. Mancini-Boyle	

IN ATTENDANCE: Mr T Foreman (Town Clerk), Mrs J Fenn (Deputy Clerk and RFO) Mr D Sayer (Amenities Officer), Mr L Powell (Archant)

APOLOGIES FOR ABSENCE

None

2. Declarations of Interest

None

3. Minutes of Meeting held on 16th November 2015

Minutes of the meeting held on 16th November 2016 were approved and signed as a true record.

4. Public Session – Limited to 3 minutes per speaker

None

5. Finance

i. Summary of cost centre and codes 01/04/2015 to 30/12/2015

The summary of cost centre and codes were noted by the Committee.

ii. Variance Report

The variance report was noted by the committee.

iii. Summary of Capital Spend Receipts and Payments

Mrs J Fenn provided a summary of the capital spend receipts and payments. This was noted by the Committee.

iv. Village Hall Project

Mr T Foreman explained that a draft underspend in excess of £20,000 has been forecast for the Village Hall construction phase, but finalised figures would not be available until the final payment of the 2.5% retention in June 2016. The Committee were pleased with the draft figures and will welcome the final figures once available.

v. Projects and Earmarked Reserves update

Mrs J Fenn gave an update on the projects and earmarked reserves. Mrs Fenn and Mr D Sayer responded to questions on the River Green flower pole replacement project. This was noted by the committee with a request for the flower pole costs to be bought as a future agenda item.

vi. Summary of Events payments and receipts

The summary of Events payments and receipts were noted by the Committee.

6. Town Council Relocation update

Mr T Foreman explained that the Planning deadline for the submission from the statutory consultee was early February and a decision on the Town Council planning application is now 12th February 2016.

The timescales for the office move have therefore required amendment and consideration of quotes for the work will be bought to the Town Council for consideration in April or May, depending upon the outcome of the planning decision.

7. Dussindale Centre Heating

A verbal report relating to the heating at the Dussindale centre was given to the Committee. Mr T Foreman stated that the boiler had stopped working the previous week and the Town Council staff were working in cold conditions with no hot water. The need for the boilers to be replaced had been brought to the attention of the Dussindale Park Community Trust in 2014, however no replacement has occurred. The boiler has subsequently had a temporary fix, however it was once again made clear by the contractor that the fix may not last and a replacement boiler was required. Mr T Foreman explained that the boiler may go wrong again at any time and the staff will again be working in unacceptable conditions. Also, since the boiler had been repaired, the heating in the office cannot be varied and windows were being opened in an attempt to regulate the temperature. Miss S Lawn asked whether the Town Council should consider temporarily relocating the Town Council office and its staff to the Roxley Hall. Mr J Emsell supported the idea, stating that it would also give an opportunity for staff to monitor the usage of the new Village Hall. Mr I Mackie asked the Town Clerk for his view, and it was highlighted that the current working conditions were not adequate and a commercial rent is currently paid to the Trust. As the move would be temporary, there is no planning issues with change of use and the Dussindale Park Community Trust secretary had confirmed that no notice is required as the Town Council is a 'tenant at will'.

Miss S Lawn tabled a motion that the Town Council and its staff should temporarily relocate to the Roxley Hall given the ongoing unacceptable working conditions and that the boiler may again malfunction. Miss S Lawn further stated that money would be saved from the rent currently being paid to the Dussindale Park Community Trust and this could be put towards the proposed office space at the Fitzmaurice Pavilion. The motion was seconded by Mr I Mackie and on a show of hands with all in favour it was **AGREED** to put forward a recommendation to the next Town Council meeting that the Town Council office and its staff relocate to the Roxley Hall on a temporary basis.

8. Thorpe St Andrew Parks Project

The Committee received the results of the Parks Consultation. Mr I Mackie explained that a limited number of consultations had been reviewed, but it appeared that these supported the findings of the Friends of Thorpe St Andrew Parks consultation which received over 1000 responses.

Mr D Sayer explained that the phasing of the work was important with removal of earth in one phase being used in the next phase if required. Mr T Foreman stated that a number of trees had already been agreed for the Dussindale Park which was a priority for a number of respondents.

The Committee discussed the funding availability for each project and suggested that two key projects be taken forward for each site. Mr I Mackie suggested that two key projects be identified by the Committee and discussed with the Friends of Thorpe St Andrew parks. A formal proposal for the items to be prioritised should then be taken to Town Council once greater funding and feasibility details are compiled. It was proposed by Mr I Mackie, seconded by Mr J Emsell and on a show of hands with all in favour **RESOLVED** that the wheeled park and Viking Boat be proposed to the Town Council as a priority for Dussindale Park and the Mounded Play area and Running Track be proposed to the Town Council as a priority for Laundry Lane.

9. Supply of Freeman of the Town Regalia

The Committee received the report providing three designs for a Freeman of the Town jewel and three designs for the Freeman of the Town scroll. Mr I Mackie explained that the Town Council had delegated powers to approve the designs for the jewel and scroll, but made clear that the designs should reflect the rarity of this award being given

and the decades of voluntary and dedicated service the two proposed recipients had given to Thorpe St Andrew.

The Committee discussed the designs and agreed that all were of a very high quality. For the Freeman of the Town jewel, it was proposed by Mr I Mackie, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to select jewel number 2 as the preferred design at a cost of £32.71 plus the one off tooling, ribbon, engraving and case costs.

The Committee discussed the choice for scrolls for the Freeman of the Town award. Miss S Lawn stated a preference for the simplest scroll, which was widely supported as the most suitable. It was proposed by Miss S Lawn, seconded by Mrs T Mancini-Boyle and on a show of hands with all in favour **RESOLVED** to select scroll design 4 at a cost of £100.

The payment for these items were empowered through s.29 (9) of the Local Democracy, Economic Development and Construction Act 2009.

10. Support Officer Scheme Applications

A report containing the confidential details of the applicants for the Support Officer Scheme was considered by the Committee. The applications were for the post of dog warden, amenities support officer and a support officer to update noticeboards. The Committee discussed the applicants at length and it was proposed by Mr I Mackie, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** for all applicants to be confirmed for these voluntary positions.

Future agenda items: Parks Project
Sponsorship for Events and services
Flower Poles project on River Green

With no other business the meeting closed at 20.40hrs

Date of next meeting: 15th February 2016

Chairman_____

Date_____