

**Minutes of Finance and Staffing Committee Meeting
held on 23rd May 2016**

1. **Election of Chairman**
Miss S Lawn was proposed by Mr I Mackie, seconded by Mrs T Mancini-Boyle and on a show of hands was duly elected as Chairman
2. **Election of Vice-Chairman**
Mr I Mackie was proposed by Mrs T Mancini-Boyle, seconded by Mr J Ward and on a show of hands was duly elected as Vice-Chairman

1. **PRESENT:**

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

IN ATTENDANCE: Mr T Foreman (Town Clerk), Mr D Sayer (Town Amenities Officer), Master G Watkins

APOLOGIES FOR ABSENCE

Miss S Lawn (Chairman)

2. **Declarations of Interest**
Mr I Mackie and Mr J Ward declared a non-pecuniary interest in Item 6 as members of Norfolk County Council.
3. **Minutes of Meeting held on 21st March 2016**
Minutes of the meeting held on 21st March 2016 were approved and signed as a true record.
4. **Public Session – Limited to 3 minutes per speaker**
Master G Watkins, the newly appointment groundsman apprentice was welcomed by the committee.
5. **Future Staffing**
Mr T Foreman provided an oral update on the current and future staffing needs. It was explained that in the coming year it was likely phased or full retirements could be requested. Mr T Foreman stated that there was a need for greater administrative support currently in the office and that his preference would be to work flexibly with existing staff with a hope to ensuring a continuation plan was in place. Furthermore with the additional duties being undertaken by staff both in the office and on the parks, a change in job title and description would also be needed. Mr I Mackie suggested that there is a full review of staffing and requested that Mr T Foreman bring forward a proposal for staffing changes to the next finance and staff committee meeting. The committee **NOTED** this report.
6. **Parks and River Green Project Update**
An update on the Parks and River Green project was provided by Mr D Sayer. It was stated that discussions with Planning Officers were ongoing regarding the streetlight proposal and that the centenary oak project should be underway during the summer. Mr T Foreman explained that specialist support may be required for the wheeled park proposed for the Fitzmaurice Park. Mr I Mackie explained that a large project was likely to need expert opinion to ensure best value is kept, but also that the design is one

which will provide the best possible facility to the community. Mr J Emsell said that it was important to get skate shop owners, young people and community groups involved in this process and that expert support in this would be beneficial. It was **AGREED** for a proposal for specialist support for the wheeled park be taken to the next Town Council meeting.

7. Public Clock for Fitzmaurice Pavilion

Mr I Mackie welcomed the report to Finance and Staff for a public clock to be installed at the Fitzmaurice Pavilion as part of the building refurbishment. Mr T Foreman explained that s.2 of the Parish Council Act 1957 gave specific powers to provide clocks in public open spaces. The style, size and colour of the clocks were discussed at length. It was **AGREED** that quotations would be sought for a 1100mm clock, mounted to a turret. The colour of the clock to be navy blue with gold detail. A weather vane in the shape of St Andrew is also to be included in the quote.

8. Application for Voluntary Support Officer

Mr T Foreman explained that since the Town Council had approved the recruitment of voluntary officers, a number of applications had been received for undertaking 'extra value' work. The Committee considered the application from a resident who proposed to walk the town identifying streetlights which were out of malfunctioning. An overview of the residents details were provided to the Committee. It was proposed by Mr I Mackie, seconded by Mr L Reeves and on a show of hands with all in favour **RESOLVED** to appoint the Voluntary Support Officer for street lighting.

9. Groundsman Apprenticeship-employment and contract conditions

Mr D Sayer and Mr G Watkins left the meeting for this item

Mr T Foreman explained that the Town Council had approved the appointment of an apprentice groundsman and delegated power to the Finance and Staff Committee to confirm pay and conditions. Mr T Foreman explained that the start date was proposed to be 22nd August 2016 and the standard terms and conditions of employment were in place. However, it was explained that the Town Council were not content with the £3.30 minimum wage and requested that this was considered by the Finance and Staff Committee. The current levels of minimum wage for apprentices were considered by the Committee. It was proposed by Mr I Mackie, seconded by Mrs T Mancini-Boyle and on a show of hands with all in favour **RESOLVED** that:

- The first year of employment the rate of pay will be that of £5.30
- The second year of employment the rate will be that of £6.70
- Subsequent salaries to be considered after year two
- The increase in pay rate to be subject to successful progress reviews
- Hours of work to be 30 hours with an increase to up to 35 hours subject to successful review

Future Agenda Items (not for discussion):

1. Future of Historic WW2 Bunker
2. Future of Thorpe House School
3. Future of Swimming pool on Langley School site
4. Proposed Sports Hall access on school site
5. Public Clock
6. Wheeled Park
7. Future Staffing structure

With no other business the meeting closed at 21.15

Date of next meeting: 20th June 2016

Chairman _____ Date _____