

**Minutes of Finance and Staffing Committee Meeting
held on 20th June 2016**

1. PRESENT:

Miss S Lawn (Chairman)	Mr I Mackie
Mr F. Bowe	Mr J. Ward

IN ATTENDANCE: Mr T Foreman (Town Clerk), Mrs J Fenn (Deputy Clerk), Mr D Sayer (Town Amenities Officer)

APOLOGIES FOR ABSENCE

Mr J. Emsell, Mrs T. Mancini-Boyle, Mr L Reeves

2. Declarations of Interest

None

3. Minutes of Meeting held on 23rd May 2016

Minutes of the meeting held on 23rd May 2016 were approved and signed as a true record.

4. Public Session – Limited to 3 minutes per speaker

None

5. Finance

i. Summary of Receipts and Payments

The summary of receipts and payments was noted.

ii. Summary of Cost Centre and Codes

The summary of cost centre and codes was noted.

iii. Variance Report

The variance report was noted.

iv. Capital Spend – Breakdown

The capital spend breakdown was provided by Mrs J Fenn and noted.

v. Events Summary of Receipts and Payments

The events summary of receipts and payments was noted.

6. Staffing Structure Review

The Committee considered a report relating to the current administrative support in the Town Council office. It was explained that the office contains a two part time staff and one full time post, administering the Town Council meetings, three committees and dealing with the day to day running of the Town Council including finance and events. Additional duties and responsibilities have been delegated to the office as the Town Council grows in size and responsibility. Therefore the report proposes options for an increase in staffing levels. Mr I Mackie gave his support for additional administrative support, explaining that the Town Council staff are working to capacity with large scale projects on the horizon needing to be managed. Mr J Ward explained that he believed either one additional member of staff or two part time members of staff would be required to meet the current need. Miss S Lawn queried whether salary costs could be

met during this financial year. Mr T Foreman explained that a byelaw enforcement officer had been budgeted for this financial year, however if the proposed changes to existing job descriptions were confirmed, the bye law enforcement salary combined with the current staff vacancies, could be diverted to fund the new posts.

It was proposed by Miss S Lawn, seconded by Mr J Ward and on a show of hands with all in favour **AGREED** to propose the employment of two additional part time members of staff to the next Town Council meeting. One Administrative Officer working 30 hours per week and one hourly paid Committee Officer to support the minuting of meetings. Mr T Foreman provided an overview of the current job descriptions for the Assistant Clerk, Town Amenities Officer, Groundsman and Amenities Operative. It was explained that the current roles did not adequately reflect the roles and responsibilities of the current operational staff. The Assistant Clerk post now undertakes a leading role in newsletter editing, event organisation and committee management. The current job description for the post does not reflect these responsibilities.

Mr T Foreman explained that the Town Amenities Officer post along with that of Groundsman and Amenities Operative did not provide a reflection on the duties of the officers employed. In addition there was a lack of recognition from residents about what these posts entailed.

The Committee examined the current and proposed the job description for the Assistant Clerk, Town Amenities Officer, Groundsman and Amenities Operative.

It was proposed by Mr I Mackie, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to:

- Adopt the new job description for the Assistant Clerk and re-title the post; Deputy Clerk (Committees and Events) to reflect the duties undertaken
- Adopt the new job description for the Town Amenities Officer with the addition of enforcement powers and re-title the post; Parks and Estates Manager.
- Adopt the new job description for the Groundsman and Amenities Officer with the addition of enforcement powers and re-title both posts; Parks and Estates Officer.

7. **Park Bench Replacement**

Mr D Sayer updated the Committee on the number of benches current in place across Laundry Lane Recreation Ground, Fitzmaurice Park and the Tree Plantation. It was explained that only a handful remain across the sites due to vandalism and natural wastage through wear.

Mr T Foreman explained that many residents had suggested more seating as part of the Parks consultation and that new benches of the same style across all the sites would provide a common style across the area. Mr D Sayer continued that the redundant tennis court on Fitzmaurice Park required picnic tables to be installed for a picnic area to be established.

The Committee considered the report outlining the costs and styles of benches and the picnic tables. It was proposed by Mr I Mackie, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** to purchase:

- 20 'Tenby' styles benches for installation across the three parks
- 5 picnic benches to be purchased for the Fitzmaurice picnic area

The cost not to exceed £8,710 with funds to be taken from the New Homes Bonus and any additional sums being funded from s.106 contributions.

8. **River Green Project**

Mr T Foreman gave an overview of the River Green project. It was explained that the Broads Authority was firm in its stance not to renew the lease on the quayheading on

River Green and that the Town Council needed to put a business plan in place to ensure the current level of maintenance could be maintained. The report proposed a masterplan be produced with details of the flower pole lamps, moorings and the construction of a small building on the site be produced. Miss S Lawn queried the type of building required. Mr T Foreman explained that the commercial business proposed for River Green would need storage and a ticket office, a building in the traditional design of John Fox cottage could be constructed to negate the need for a floating office and pontoon. Mr I Mackie explained that income to support River Green would be required and that the Town Council had a duty to put forward ideas to lessen the financial burden of River Green on local residents.

The Committee considered quotations for the work to develop plans and a masterplan for River Green. It was proposed by Mr I Mackie, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to appoint Paul Robinson Partnership at a cost not to exceed £1,185.

9. Update on Office Relocation

Mr T Foreman provided an oral update on the office relocation, stating the application for loan approval had been submitted and that confirmation is required prior to the work starting. The committee **NOTED** this report.

10. Update on Parks Project

Mr T Foreman updated the Committee that the building surveyor for the wheeled park project had been appointed. Mr I Mackie explained that a number of young people were engaging regarding the design and it was hoped the project would proceed without delay. The Committee **NOTED** this report.

With no other business the meeting closed at 21.15hrs.

Date of next meeting: 18th July 2016

Chairman_____

Date_____