

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 21 January 2019 at 7.30pm**

1 Present:

Mr I Mackie (Chairman)
Mr F Bowe Mr J Emsell Miss S Lawn
Mr L Reeves Mr S Snelling Mr J Ward

Apologies: none

In attendance:

Dr T Foreman (Town Clerk) Mr D Sayer (Parks and Estates Manager)
Mrs D Matthews (Committee Officer) Mr J Calver (Parks and Estates Supervisor)

No members of the public were present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Mr I Mackie	Item 7 – Update on Luncheon Club and Dementia Café – parents are trustees of the Ivy Child Trust
Mr S Snelling	Item 7 - Update on Luncheon Club and Dementia Café – a member of the Thorpe dementia team

3 MINUTES

The minutes of the meeting held on 22 October 2018 were agreed and signed as a true record.

4 PUBLIC SESSION (limited to 3 minutes per speaker)

No public present.

5 VEHICLE PURCHASE/LEASE OPTIONS

Members considered the report of the Town Clerk regarding the future of the Council's vehicle contract. The Council had decided to continue leasing the existing Ford Ranger in 2016. Originally, there had been no other four-wheel drive tipper vehicles available. Following a number of mechanical faults, the leasing company for the current vehicle had now decided that the vehicle was no longer viable to continue to offer on a fleet term basis. Other makes of vehicle were now available and the report set out details of three lease vehicle options and the results of field tests undertaken. In response to questions, the Clerk advised that the existing lease would now expire and that the new leases were hire leases but did include an option to purchase the vehicles at the end of the lease. Members concurred with officers' view that the Isuzu D-Max Tipper appeared to be the favoured option, being a 4-wheel drive tipper capable of towing/carrying the necessary tonnes in weight and it was

RESOLVED to recommend the Town Council to agree to enter into a vehicle lease contract for the Isuzu D-Max Tipper at a cost of £356.53 per month for a 47-month contract.

6 UPDATE ON TWINNING

The Clerk advised members that an exchange of communication had taken place with the Town Council's twinning partners in Canada including flags, information and newsletters. The Clerk of St Andrews in Canada had resigned over the Christmas period but St Andrews had appointed an ambassador for the twinning project. Members felt it would be beneficial to make a similar appointment and it was suggested that Cllr Mackie should be appointed as the Town Council's ambassador. It was noted that Canada Day was on Monday 1 July 2019 and members felt it would be good to mark the occasion with a celebration perhaps including a live link with St Andrews. Other options which could be explored to enhance working with St Andrews included work with the Youth Council, local schools and nurseries, the library, the church and the British Legion.

RESOLVED to appoint Cllr Mackie as an ambassador for the twinning project with St Andrews in Canada and to explore a number of options for ongoing projects in association with St Andrews.

7 UPDATE ON LUNCHEON CLUB AND DEMENTIA CAFE

Members considered the report of the Town Clerk on the activities of the Luncheon Club and the Dementia Café and members very much welcomed the success of the two initiatives. To enable the Luncheon Club to continue to grow and expand, it was noted that there was a need to look at improving the fridge/ freezer facilities (particularly for storing desserts) and the cooking/food warming equipment. The existing facilities could potentially only cope with up to 30 lunches. Mr Mackie advised members that his parents who were trustees of the Ivy Child Trust had agreed to donate £500 to the luncheon club towards the cost of a new fridge/freezer. The Clerk undertook to liaise with the organisers of the Luncheon club to discuss the requirements for enhanced cooking / cold storage facilities to enable them to respond to any increase in demand for the lunches.

There was also a real need to look at the issue of transport to and from the Luncheon Club for vulnerable people. The service was currently reliant on a small number of volunteers who were only able to transport a small number of people within a reasonable time frame for the luncheons and there was a need to look at other options for transport if the Club was to continue to expand. There was also an issue of transporting those in wheelchairs. There was concern amongst potential volunteers about transporting vulnerable people and about the insurance situation. Members were keen to see the service expand and to continue to offer transport to those who were unable to get to the club. Members discussed a number of potential ideas for transport options including, door to door (although it was noted this was limited because of the inability to fix a specific time), the Fitzmaurice Trust, Hospital volunteer drivers, Zero taxis, Norse, funding from Norwich CCG and utilising transport options used at local nursing homes. They also wanted to explore the potential for acquiring use of a purpose built vehicle. The Clerk undertook to look at a range of options for developing the transport arrangements and provide an update at the next meeting.

With regard to the Dementia Café, members again welcomed the success of the scheme but having regard to the potential number of residents in the Town with

dementia, wanted to continue to promote the service widely and the Clerk undertook to liaise with Cllr Snelling on options for promoting the service. It was noted that there was a second luncheon club running in the Town which was to be welcomed.

RESOLVED that the Clerk:

- 1) liaise with Cllr Snelling on options for promoting the Dementia Café service;
- 2) look at a range of options for developing the transport arrangements for the Luncheon Club and provide an update at the next meeting;
- 3) liaise with the organisers of the Luncheon club to discuss the requirements for enhanced cooking / cold storage facilities to allow for any increase in demand for the lunches.

8 EXCLUSION OF PRESS AND PUBLIC

It was

RESOLVED to exclude the press and the public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of personal details.

9 UPDATE ON STAFFING

(Staff present, with the exception of the Town Clerk, left the meeting for this item.)

The Clerk ????????????????

RESOLVED to ??????????????????

(Staff returned to the meeting.)

10 STAFF TRAINING

The Clerk advised members that the Parks and Estates Manager and the Parks and Estates Supervisor had recently attended a training course which had included useful information on the use of byelaws. This would be helpful in relation to the management of River Green and potentially the issue of parking on verges in the Town. An item relating to River Green would be included on the agenda for the next Town Council meeting and the issue of parking on verges could be looked at in the new municipal year.

He also advised members that the Parks and Estates Apprentice had recently enquired about the possibility of undergoing a level 3 NVQ having just completed his level 2 but following discussions, had decided to defer consideration of this for a further 12 months. Members noted the position.

FUTURE AGENDA ITEMS

- Dementia Café
- Staffing update
- River Green
- Telephone box

The meeting closed at 8.55pm.

Signed:

Dated:

DRAFT