

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 16 September 2019 at 7.30pm**

- 1 Present:**
Miss S Lawn (Chairman)
Mr F Bowe Mr I Mackie Mr L Reeves Mr S Snelling Mr J Ward

Apologies: Mr J Emsell and Mr N Shaw Mr Fisher

In attendance:
Dr T Foreman (Town Clerk) Mrs J Fenn (Deputy Clerk & RFO) Mr D Sayer
(Parks and Estates Manager)

No members of the public were present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 PUBLIC SESSION (limited to 3 minutes per speaker)

Three members of the public were present.

4 FINANCE

(A) Summary of Receipts and Payments 1/4/19 to 31/8/19

RESOLVED that the receipts and payments for the period 1/4/19 to 31/8/19 be approved and signed.

(B) Summary of Cost Centres and Codes

RESOLVED that the cost centres and codes be approved and signed.

(C) Variance Report 1/4/19 to 31/8/19

RESOLVED that the variance report for the period 1/4/19 to 31/8/19 be approved and signed.

5 LAUNDRY LANE CAR PARKING

Members considered the correspondence and anonymous correspondence circulated regarding the overflow car park at Laundry Lane. It was

RESOLVED to improve signage to make clear the car park is only opened as an overflow to the main carpark. In addition, the Committee makes a recommendation to full Town Council that all anonymous correspondence, except that relating to a health and safety risk, be disregarded without being actioned.

6 LAUNDRY LANE CAFÉ – SEATING

Members considered the correspondence circulated regarding seating at the Café. The Town Clerk provided an overview of options for the siting and design of the new seating area, contained within a panelled container. It was

RESOLVED to approve the purchase of a panel clad container at a cost not to exceed £5500. This is to be installed upon completion of landscape work.

7 PROPOSED COMMUNITY OFFICER

Members considered the proposed job description for the post of Community Officer. The level of support required from the post was discussed at length and with some minor changes to reflect the ambition of the Council, it was

RESOLVED to support the role creation and recommend to full Council it consider offering this post internally.

8 WORKSHOP AND STORAGE FACILITIES

Members considered three different costed designs for a replacement workshop at the Laundry Lane compound. There was also discussion regarding the leasing of storage containers to local businesses. It was

RESOLVED to

- Seek three quotations for a workshop with an open tipping area.
- Approve the installation of three containers at the compound, two of which will be offered for rent to businesses who have already made contact. A waiting list will be maintained for any further interested businesses.

The meeting closed at 9.45pm.

Signed:

Dated: