

**Thorpe St Andrew Town Council  
Minutes of the Finance and Staff Committee Meeting  
held on 27 January 2020 at 7.30pm**

**1 Present:**

Miss S Lawn (Chairman)

Mr I Mackie      Mr J Emsell      Mr F Bowe      Mr S Snelling      Mr Fisher  
Mr J Ward

**Apologies:** Mr L Reeves and Mr N Shaw

**In attendance:**

Dr T Foreman (Town Clerk) Mrs J Fenn (Deputy Clerk & RFO) Mrs F Bass (Deputy Clerk, Committees and Events)

Fr James Stewart, Mr P Berry and two members of the public were present

**2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

None

**3 MINUTES**

The minutes of the meeting held 27 January 2020 were agreed and signed as a true record.

**4 PUBLIC SESSION (limited to 3 minutes per speaker)**

None

**5 FINANCE**

- a. Annual Review of Effectiveness or Internal Control – Approved and Signed
- b. Annual Review of Internal Audit - Approved
- c. Risk Assessments - Approved
- d. RFO Job Description - Approved
- e. Standing Orders – Approved and Signed
- f. Appointment of Internal Auditor – Approved for the appointment of Ms P James
- g. Summary of Receipts and Payments - Approved
- h. Variances 1/4/19 to 10/3/20 - Approved

**6 UPDATE ON STAFFING**

Dr T Foreman updated the Committee on the resignation of a member of staff to progress their career in a specialist area of parks work. It was **RESOLVED** to advertise to replace the member of staff as soon as possible, in addition to other vacancies. It was further requested that the appreciation of the Committee be passed onto the member of staff for their work within the community.

**7 CONTINGENCY PLANNING**

The Committee considered the Town Council Emergency Plan and the Pandemic

Coronavirus/Influenza Policy in depth. There was significant discussion related to the need to meet the needs of the community, in addition to meeting the responsibility of the Council to protect its staff. There was strong support in taking a leading role within the community and that the Council should work closely with other community partners such as the Parish Church and Royal British Legion. Given the impending newsletter delivery date, the practicality of changing the newsletter as a result of the coronavirus pandemic was discussed.

It was proposed by Miss S Lawn, seconded by Mr J Fisher and

**RESOLVED**

- That both the Emergency Plan and Pandemic Coronavirus/Influenza Policy be adopted in full
- That the 8-page newsletter be redesigned as a 'Community Support Edition' within the next three days. The newsletter should be printed and delivered by 21<sup>st</sup> March 2020.

**8. COMMISSIONERS CUT LEASE**

The Committee received a presentation by the Town Clerk relating to the history and maintenance of the picnic area near Commissioners Cut. It was noted that the area is not well-used owing to the increased illegal mooring in the area, and that the current owners represented a profit generating company.

It was proposed by Mr J Ward, seconded by Mr F Bowe and

**RESOLVED**

That subject to legal advice, the Town Council would surrender the lease to Commissioners Cut.

**9. FOOTBALL/CRICKET FEES AND DEVELOPMENT UPDATE**

Mrs J Fenn provided an update on the proposed Football and Cricket fees. Dr T Foreman explained that Mr D Sayer had prepared these in advance of the meeting.

It was proposed by Miss S Lawn, seconded by Mr J Emsell and

**RESOLVED**

The football and cricket fee proposals for 2020/21 are adopted.

**10. CORRESPONDENCE ON CHARITY USE OF PARKLAND**

The Committee considered the proposal for charitable use of public open space by a car group. It was anticipated that given the pandemic coronavirus restrictions, public gatherings should be minimised and therefore the request will be refused.

*The meeting closed at 10.00pm.*

*Signed: ..... Dated: .....*