

## THORPE ST ANDREW TOWN COUNCIL

**Finance and Staff Committee Meeting to be held on:  
17<sup>th</sup> June 2019  
7.00pm at Town Hall, Pound Lane**

### AGENDA

1. Election of Chairman
2. Election of Vice - Chairman
3. Attendance and Apologies
4. Declarations of Interest
5. Minutes of the Meeting **25<sup>th</sup> February 2019**
6. Public session – limited to 3 minutes per speaker
7. Town Welcome Sign – Design attached
8. Dementia Café Magic Table – Presentation

Future agenda items (Not for discussion)

Issued **12<sup>th</sup> June 2019**

**Town Clerk - Dr Thomas Foreman**  
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**Thorpe St Andrew Town Council  
Minutes of the Finance and Staff Committee Meeting  
held on 25 February 2019 at 7.30pm**

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

**Apologies:** Mr F Bowe

**In attendance:**  
Dr T Foreman (Town Clerk)  
Mrs J Fenn (Deputy Clerk and RFO)

No members of the public were present.

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

None	

**3 MINUTES**

The minutes of the meeting held on 21 January 2019 were agreed and signed as a true record.

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

No public present.

**5 FINANCE**

A. Receipts and Payments 1/4/18 to 31/1/19

**RESOLVED** that the summary of receipts and payments for 1/4/18 to 31/1/19 be approved.

B. Summary of Cost Centres and Codes 1/4/18 to 31/1/19

**RESOLVED** that the summary of cost centres and codes for 1/4/18 to 31/1/19 be approved.

C. Capital Spending Summary Report

**RESOLVED** that the Capital Spending summary report be approved.

D. Events Summary Report

There was significant discussion regarding the level of information required for the Town Council events given the growth in publicity, income and expenditure. The Committee requested an additional payments list be issued for the events, along with an additional 'assets' line for items which are bought for all three events. In addition, other payments such as the newsletter should be shown separately.

**RESOLVED** that the Events summary of receipts and payments for 2018/19 be approved.

E. Variances 1/4/18 to 31/1/19

**RESOLVED** that the Variances for 1/4/18 to 31/1/19 be approved.

F. Annual Review of the Effectiveness of Internal Audit

**RESOLVED** that the process for Internal Audit of the Council's accounting records and systems of internal control be approved.

G. Annual Review of the Effectiveness of Internal Control

**RESOLVED** that the process for Internal Control of the Council's financial management be approved.

H. Annual Review of Risk Assessment

**RESOLVED** that the Council's Risk Assessment be approved.

I. Annual Review of Finance Regulations

**RESOLVED** that the National Association of Local Councils Financial Regulations governing the conduct of financial management by the Council be adopted.

J. Annual Review of Responsible Finance Officer Job Description

**RESOLVED** that the Job description for the Responsible Finance Officer and Deputy Clerk be approved.

**6 SIGN DESIGNS**

The Town Clerk tabled a design proposed to mark the twinning of the town with Saint Andrew, New Brunswick, Canada.

It was **RESOLVED** to approve the sign subject to minor changes.

**7 ST WILLIAMS WAY LIBRARY GRANT FUNDING**

The Town Clerk updated the Committee that £150 had been committed to the St Williams Way Library for a reading and theatre activity session. This has been approved by the Town Clerk and Town Mayor as it was an urgent request, and was therefore highlighted to the Committee as required by the finance regulations.

The Committee supported this decision and noted the verbal update.

**8 UPDATE ON RIVER GREEN PROJECT**

An update was provided on the progress of the River Green office conversion. The Committee enquired whether it would be ready for the new boat hire season. The Town Clerk explained the timescale has been agreed with the builder to ensure this happens. A lease is currently being drawn up by NpLaw for the office space. The Committee noted this report.

**9 ASSET AUDIT SOFTWARE PROPOSAL**

Members considered the information regarding the iAuditor audit software. The Committee requested some clarity on the technology, but subject to this being acceptable, there was recommendation to Town Council to approve the software.

**10 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.

**11 LIME TREE DAY NURSERY**

The Town Clerk updated the Committee on a discussion with Lime Tree Nursery. The Nursery has offered to undertake cleaning up to three/four days a week as they are the sole user of the building. The Town Clerk explained he supported the proposal and suggested 30 minutes be allowed for this time each day without charge.

**RESOLVED** to approve this request.

**FUTURE AGENDA ITEMS**

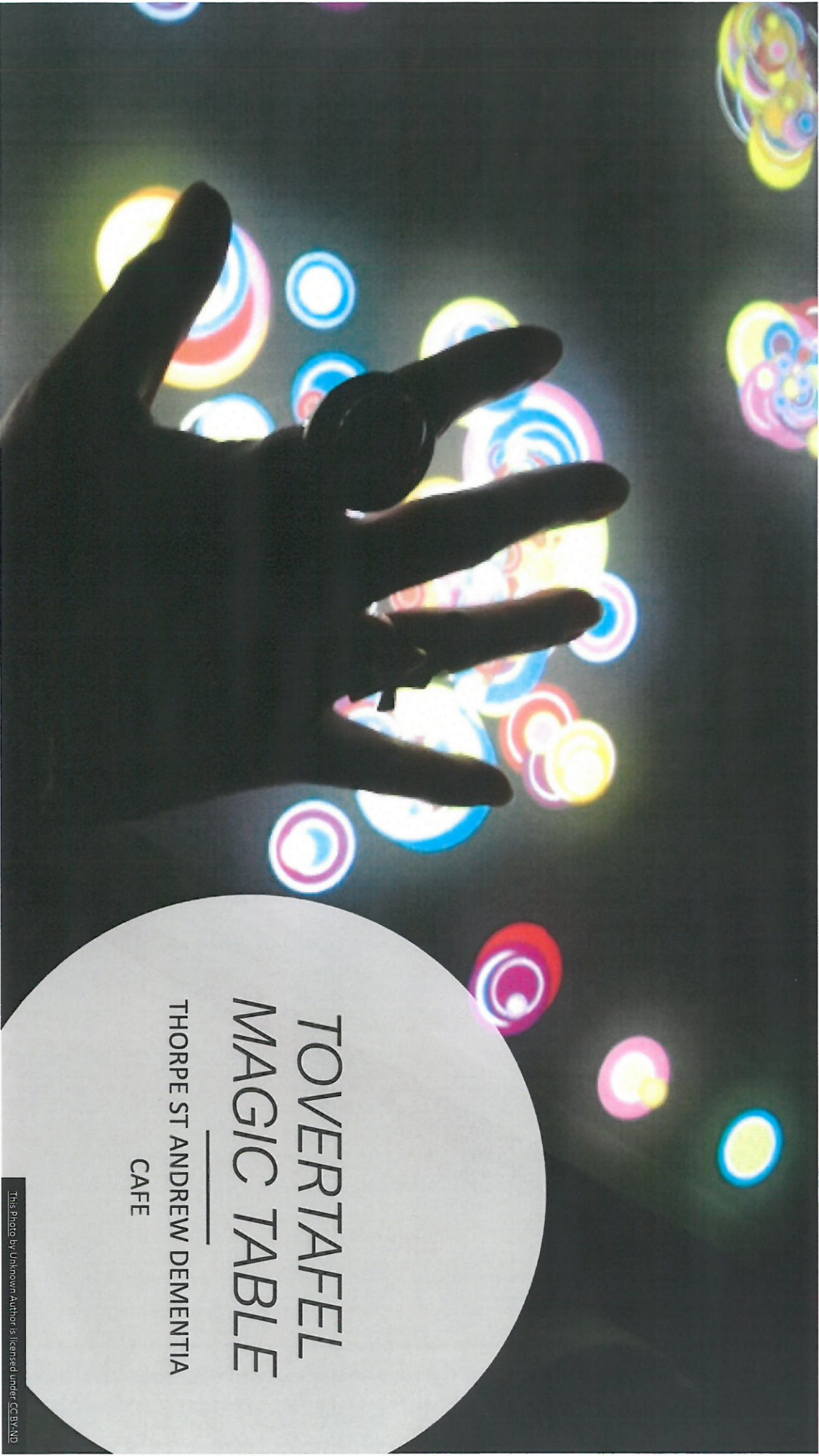
Dementia Café, River Green Phone Box, Staffing update

*The meeting closed at 9.15pm.*

*Signed: .....*

*Dated: .....*





TOVERTAFEL  
MAGIC TABLE  
THORPE ST ANDREW DEMENTIA  
CAFE

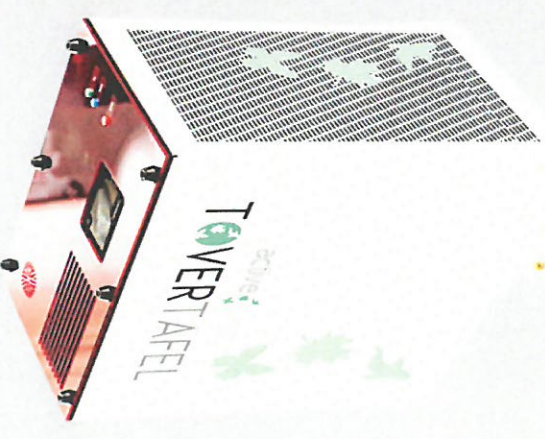
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## WHAT IS TOVERTAFEL MAGIC TABLE?

The Tovertafel Original is a fun care innovation that connects older people in the late stage of their dementia journey with each other and with their surroundings, all the while stimulating movement. The beautiful games were developed specifically for the target group and can be played both independently and under supervision.

The Tovertafel is a little box that can be mounted on the ceiling, for instance, above the dining room table of a care institute. Inside the box is a high-quality projector, infrared sensors, speaker, and processor that work together to project the games onto the table. Because the colourful objects respond to hand and arm movements, users get to play with the light itself.





## Magic Table Standard Package

The Magic Table Standard Package includes 8 Original games (Sayings, Space, Leaves, Fish, Butterflies, Soap Bubbles, Beach Ball and Flowers).

The full price for our Standard Package is £6,250 (excl. VAT)

Package with 17 Original games (Sayings, Space, Leaves, Fish, Butterflies, Soap Bubbles, Beach Ball, Flowers, Spinning Tops, Masterpieces, Nostalgia Puzzle, Rhymes, Music Box, Kites, Bird Feeder, Sheet Music and Puppies) £8,200.00 (excl VAT)

The Complete Package comes with:

- \* 1 projector with remote control
- \* Wi-Fi dongle
- \* Installation of up to 4 ceiling mounts to hang the Magic Table (subject to ceiling assessment and installation of plug socket)
- \* 4,000 hour bulb warranty and, for all other maintenance, a 2 years' free service
- \* 2 years' free software update
- \* Support organising a launch party
- \* Magic Table Buddy Programme; and
- \* Staff training.





## Usage and Benefits

Primary use for dementia café.

Rehabilitation, motor dexterity and co-ordination training benefits

Additional ceiling mounts offer building flexibility

Possible share/ hire to nursery at town hall

Possible share/hire to other dementia care providers

Hire option for children's parties



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# T VERITAVELI

original