

## **THORPE ST ANDREW TOWN COUNCIL**

**Finance and Staff Committee Meeting to be held on:  
19<sup>th</sup> August 2019  
7.30pm at Town Hall, Pound Lane**

### **AGENDA**

1. Attendance and Apologies for Absence
2. Declarations of Interest
3. Minutes of the Meeting 17<sup>th</sup> June 2019
4. Public session – limited to 3 minutes per speaker
5. Update on Staffing and Appraisal Priorities – Verbal Report
6. Gates for Fitzmaurice Park – Report attached
7. Vehicle Dashcams – Report attached
8. To consider a motion to close the meeting to press and public under the Public Bodies (Admission to Meetings) Act 1960 due to the disclosure of commercially sensitive information.
9. Land at Commonwealth Way – Confidential Report
10. Land at Yarmouth Road – Confidential Report

Future agenda items (Not for discussion)

Issued 14<sup>th</sup> August 2019

**Town Clerk - Dr Thomas Foreman**  
Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL  
Tel/Fax: (01603) 701048 E-mail: [office@thorpeandrew-tc.gov.uk](mailto:office@thorpeandrew-tc.gov.uk)  
Website: [www.thorpeandrew-tc.gov.uk](http://www.thorpeandrew-tc.gov.uk)

VAT No. 107 2921 90



**Thorpe St Andrew Town Council  
Minutes of the Finance and Staff Committee Meeting  
held on 17 June 2019 at 7.30pm**

**1 ELECTION OF CHAIRMAN**

Two nominations were proposed and seconded and, on being put to the vote, it was **RESOLVED** that Miss S Lawn be elected Chairman of the Committee.

**2 ELECTION OF VICE CHAIRMAN**

**RESOLVED** that Mr Reeves be elected as Vice-Chairman.

**3 Present:**

Miss S Lawn (Chairman)

Mr F Bowe      Mr I Mackie      Mr L Reeves      Mr S Snelling

Mr J Fisher and Mr J Ward arrived for item 4 onwards

**Apologies:** Mr J Emsell and Mr N Shaw

**In attendance:**

Dr T Foreman (Town Clerk)

Mrs F Bass – (Deputy Clerk)

Mr D Sayer (Parks and Estates Manager)      Mrs D Matthews (Committee Officer)

No members of the public were present.

The Committee congratulated Mr Emsell on the birth of his daughter and wished them all well.

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

Mr S Snelling	Item 8 - Dementia Café Magic Table – chairman of the Thorpe dementia team
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**5 MINUTES**

The minutes of the meeting held on 25 February 2019 were agreed and signed as a true record.

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

No public present.

**7 TOWN WELCOME SIGN**

Members reviewed a drawing of the preferred design of the Town sign previously considered by the Committee.

**RESOLVED** to proceed with the erection of the sign.

**8 DEMENTIA CAFÉ MAGIC TABLE**

Members considered details of the Tovertafel Magic Table and viewed a video demonstration of the device which projected games onto a table surface and enabled user interaction and stimulation. The Deputy Clerk explained that the device had been developed for use by dementia sufferers but could potentially have a number of other benefits including, for rehabilitation, motor dexterity, children's parties, nurseries etc. The package included a range of games, with new games available monthly, and up to four ceiling mounts which would enable it to be used at a number of locations and potentially be hired out to other interested organisations to help recoup the costs of the equipment. Members felt it would be useful to see a full live demonstration of the equipment at a meeting of the dementia café and were keen to hear from other users of the equipment. A question was raised as to whether the initial interest in the games would lessen after a period of time.

**RESOLVED** to arrange a demonstration of the Magic Table at the dementia café for further consideration at a future meeting of the Committee.

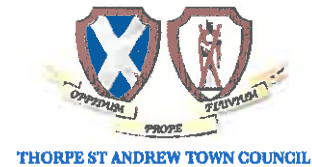
**FUTURE AGENDA ITEMS**

None raised.

*The meeting closed at 7.25pm.*

*Signed:* .....

*Dated:* .....



## Finance and Staff : 19<sup>th</sup> August 2019

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### Gates at Fitzmaurice Park

**Agenda Item: 6**

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#### **Reason for this Report**

This report has been prepared to consider options for fencing at Fitzmaurice Park.

#### **Background**

In response to a letter from a local resident, the Town Council resolved to seek a quotation for installing gates at the park to better contain dogs.

#### **Result**

A confidential quotation is contained within Appendix A.

#### **Advice**

The Finance and Staff Committee is requested to consider the quotation and decide whether to proceed with all, some or none of the proposals.

#### **Legal Implications**

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

#### **Financial Implications**

There are **potential** financial implications arising from this report.



# G&G FENCING LTD

INDUSTRIAL AND DOMESTIC  
FENCING SPECIALISTS

VAT REG NO 394 1852 27

All correspondence to:  
THE WORKSHOP  
CORONATION BARN  
MILEHAM  
KINGS LYNN  
NORFOLK PE32 2QA  
Tel/fax: 01328 701584  
E-mail: ggfencing@aol.com

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Cont/...

## Bottom Gate

10.0 metres: Supply and erect 1.2 metre high twin wire weld mesh fencing comprising of 6.0mm vertical wires and twin 8.0mm horizontal wires forming a 200x50mm mesh 2.5 metre wide panel clamped with clips and anti-tamper bolts to the face of 60x40mm RHS intermediate posts concreted in ground at 2.52metre centres max.

1no: Supply and erect 1.2m wide x 1.2m high single leaf twin wire mesh gate comprising of 6.0mm vertical wires and twin 8.0mm horizontal wires forming a 200x50mm mesh panel welded into SHS gate frame c/w self-closer & slam plate only (No slip latch), hung to SHS gate posts, concreted in ground.

1no: Supply and erect 3.0m wide x 1.2m high double leaf twin wire mesh gate comprising of 6.0mm vertical wires and twin 8.0mm horizontal wires forming a 200x50mm mesh panel welded into SHS gate frame c/w drop bolts, slam plate & lockable slip latch (Padlock supplied by other), hung to SHS gate posts, concreted in ground.

**For the Sum of £ 2,127.20**

## Dussendale Allotments

Remove 2no damaged timber close board panels from posts and dispose of. Break out 1no damaged concrete post and dispose of. Supply and erect 1no new concrete slotted post in place of, concreted in ground. Supply and erect 2no new 3.0m wide close board panels comprising of 3no arris rail fixed between posts with 1350mm feather edge nailed to rails with grooved capping nailed to top.

**For the Sum of £ 342.30**

Terms – Nett. Subject to payment within 28 days of invoice date.  
This quotation is subject to Value Added Tax at the current rate of 20.0%.

Yours faithfully,  
*Steve Divall*

Supervisor/Estimator  
FOR G & G FENCING LTD





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## Gate 1

3.9 metres: Take down existing key clamp & dispose of by excavating around posts, cutting off posts below ground level and covering with excavations in soft soil areas and floating with concrete in footpath areas.

5.0 metres: Supply and erect 1.2 metre high twin wire weld mesh fencing comprising of 6.0mm vertical wires and twin 8.0mm horizontal wires forming a 200x50mm mesh 2.5 metre wide panel clamped with clips and anti-tamper bolts to the face of 60x40mm RHS intermediate posts concreted in ground at 2.52metre centres max.

1no: Supply and erect 1.2m wide x 1.2m high single leaf twin wire mesh gate comprising of 6.0mm vertical wires and twin 8.0mm horizontal wires forming a 200x50mm mesh panel welded into SHS gate frame c/w self-closer & slam plate only (No slip latch), hung to SHS gate posts, concreted in ground.

**For the Sum of £ 1,210.90**

## Gate 2

3.9 metres: Take down existing key clamp & dispose of by excavating around posts, cutting off posts below ground level and covering with excavations in soft soil areas and floating with concrete in footpath areas.

4.4 metres: Supply and erect 1.2 metre high twin wire weld mesh fencing comprising of 6.0mm vertical wires and twin 8.0mm horizontal wires forming a 200x50mm mesh 2.5 metre wide panel clamped with clips and anti-tamper bolts to the face of 60x40mm RHS intermediate posts & 60x60mm SHS corner posts, concreted in ground at 2.52metre centres max.

1no: Supply and erect 1.2m wide x 1.2m high single leaf twin wire mesh gate comprising of 6.0mm vertical wires and twin 8.0mm horizontal wires forming a 200x50mm mesh panel welded into SHS gate frame c/w self-closer & slam plate only (No slip latch), hung to SHS gate posts, concreted in ground.

**For the Sum of £ 1,272.90**

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KINGS LYNN  
NORFOLK PE32 2QA  
Tel/fax: 01328 701584  
E-mail: ggfencing@aol.com

Your ref – Darrin Sayer

Our Ref – Quote S840

Thorpe St Andrew Town Council  
Town Hall,  
Fitzmaurice Park,  
Thorpe St Andrew,  
NR7 0UL

19<sup>th</sup> July 2019

Dear Sir/Madam

## Various Works

We thank you for your enquiry and have pleasure in submitting our quotation for your consideration.

Please find overleaf our standard conditions, and in respect of this quotation, note the following.

You to mark all services and give cable clearance, any additional costs incurred with careful excavation around known services and supervision will be charged extra.

Our quotation allows for all holes to be reasonable digging conditions and any breaking out through hard surfaces or at back of haunching will be charged extra.

All surplus excavations to be spread along the fence line.

All rates listed valid for 30 days from above date, subject to review after to reflect potential material price increases.

All weld mesh polyester powder coated Blue RAL5010.

All timber sawn, pressure treated Brown. Any further treatment required by other.

This is our interpretation of your requirements which may not exactly match the specifications given.

## Montrose Court

2.4 metres: Take down existing key clamp & dispose of by excavating around posts, cutting off posts below ground level and covering with excavations.

8.8 metres: Supply and erect 1.2 metre high twin wire weld mesh fencing comprising of 6.0mm vertical wires and twin 8.0mm horizontal wires forming a 200x50mm mesh 2.5 metre wide panel clamped with clips and anti-tamper bolts to the face of 60x40mm RHS intermediate posts concreted in ground at 2.52metre centres max.

1no: Supply and erect 1.2m wide x 1.2m high single leaf twin wire mesh gate comprising of 6.0mm vertical wires and twin 8.0mm horizontal wires forming a 200x50mm mesh panel welded into SHS gate frame c/w self-closer & slam plate only (No slip latch), hung to SHS gate posts, concreted in ground.

**For the Sum of £ 1,469.60**

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# Thorpe St Andrew Town Council



**Finance and Staffing : 19<sup>th</sup> August 2019**

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## **Vehicle Dashcams**

**Agenda Item: 7**

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### **Reason for this Report**

This report has been prepared for the Committee to consider the installation of dashcams in Town Council vehicles.

### **Background**

The Finance and Staff Committee has previously considered the option of installing tracking devices within Town Council vehicles but rejected the proposal due to the cost implications.

### **Result**

Hardwired dashcams have been identified as a cost-effective alternative to the tracking proposal. As they are hardwired they would not be reliant upon a cigarette socket for power and would automatically switch on while the engine is running. Therefore, suitable dashcams which can be locally hardwired are contained in Appendix A.

### **Advice**

The installation of hardwired dashcams provide confidence to Councillors than incidents while driving vehicles are GPS and video recorded. In addition, it provides officers the reassurance that evidence from any incident, accident, or allegation related to driving will be recorded. It is hoped that this cost effective alternative to tracking devices will be approved.

### **Legal Implications**

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

### **Financial Implications**

There are **minor** financial implications arising from this report.

1. *Best Seller*



**Kenwood DRV-830 Dash Cam**

...  
4.7  
(14)

Without WiFi  
With GPS Logging  
**Show more**

**£85**

**Save £90**



**Kenwood DRV-430 Dash Cam**

...  
4.3  
(7)

Without WiFi  
With GPS Logging  
**Show more**

**£65**

**Save £70**

2. *Top Rated*



**Kenwood DRV-330 Dash Cam**

4.7  
(9)

Without WiFi  
With GPS Logging  
**Show more**

**£45**

**Save £70**

**weFit your Dash cam.**

**Book online and get it fully fitted at your convenience  
by an expert *from £30***

*Price includes; Hardwire Kit (worth £20) Fitting service (so no messy cables)  
and a live demonstration of your product.*