



## THORPE ST ANDREW TOWN COUNCIL

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

### **AGENDA**

1. Attendance and Apologies for Absence
2. Declarations of Interest
3. Public session – limited to 3 minutes per speaker
4. Finance
  - a. Summary of Receipts and Payments 1/4/19 to 31/8/19
  - b. Summary of Cost Centres and Codes
  - c. Variance Report 1/4/19 to 31/8/19
5. Laundry Lane Car Parking – Correspondence attached
6. Laundry Lane Café Seating – Correspondence attached
7. Morse Pavilion kitchen facilities – report to be tabled
8. Proposed Community Officer role description – attached
9. Workshop and Storage Facilities – Report to be tabled

Future agenda items (Not for discussion)

Issued 11<sup>th</sup> September 2019

**Town Clerk - Dr Thomas Foreman**

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

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VAT No. 107 2921 90

**Thorpe St Andrew Town Council**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres Only**

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Allotments	5,100.00	110.00	-4,990	4,075.00	1,832.96	2,242	-2,748
Broadland District Council Elections				4,000.00		4,000	4,000
Building Maintenance				25,500.00	3,627.56	21,872	21,872
Business Sponsorship	250.00	398.00	148	250.00	344.22	-94	54
Capital Spending				24,265.00	30,209.97	-5,945	-5,945
Cemetery				2,620.00	2,020.00	600	600
Community Infrastructure Levy		3,924.73	3,925				3,925
Contingency				5,550.00		5,550	5,550
Dementia Cafe							
Events	12,750.00	693.62	-12,056	10,150.00	1,486.99	8,663	-3,393
Fitzmaurice Park - Town Hall	18,289.00	6,735.52	-11,553	25,850.00	12,127.34	13,723	2,169
Grants		200.00	200		349.00	-349	-149
Leases				4,000.00	2,521.12	1,479	1,479
Legal Fees				1,500.00		1,500	1,500
Loan Repayment				34,175.00	15,179.89	18,995	18,995
Newsletter				2,000.00		2,000	2,000
Parks Project							
Precept	441,638.00	220,819.00	-220,819				-220,819
River Green	50.00	325.00	275	6,250.00	5,722.60	527	802
Roxley Hall	17,000.00	6,938.90	-10,061	13,750.00	8,512.89	5,237	-4,824
S137 Payments and Donations	1,500.00		-1,500	550.00	2,076.00	-1,526	-3,026
Salaries				230,432.00	105,458.52	124,973	124,973
Section 106							
Sir George Morse Park and Pavilio	11,500.00	3,260.58	-8,239	52,500.00	24,683.11	27,817	19,577
Street Furniture		50.00	50	1,500.00	460.83	1,039	1,089
Street Lighting				25,760.00	17,771.34	7,989	7,989
Town and Neighbourhood Plan				1,000.00	145.85	854	854
Town Hall Office	150.00	348.76	199	25,550.00	14,765.42	10,785	10,983
Tree Management				9,000.00	950.91	8,049	8,049
Verge Cutting	16,500.00	15,845.03	-655	12,500.00	3,592.57	8,907	8,252
Website				1,000.00	2,425.00	-1,425	-1,425
Youth Council				1,000.00		1,000	1,000
<b>NET TOTAL</b>	<b>524,727.00</b>	<b>259,649.14</b>	<b>-265,078</b>	<b>524,727.00</b>	<b>256,264.09</b>	<b>268,463</b>	<b>3,385</b>
<b>Total for ALL Cost Centres</b>		<b>259,649.14</b>			<b>256,264.09</b>		
<b>V.A.T.</b>		<b>12,617.69</b>			<b>12,445.71</b>		
<b>GROSS TOTAL</b>		<b>272,266.83</b>			<b>268,709.80</b>		

**Thorpe St Andrew Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

**Allotments**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
94	Dussindale maintenance				1,500.00	883.30	617	617
95	Dussindale rent				400.00	399.93	0	0
96	Dussindale water charges				375.00	125.57	249	249
97	Hillside maintenance				1,300.00	220.00	1,080	1,080
98	Hillside water charges				500.00	154.16	346	346
100	Rent and deposit	4,650.00	108.50	-4,542		50.00	-50	-4,592
168	Water charges	450.00	1.50	-449				-449
<b>SUB TOTAL</b>		<b>5,100.00</b>	<b>110.00</b>	<b>-4,990</b>	<b>4,075.00</b>	<b>1,832.96</b>	<b>2,242</b>	<b>-2,748</b>

**Broadland District Council Electi**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120	Election costs				4,000.00		4,000	4,000
<b>SUB TOTAL</b>					<b>4,000.00</b>		<b>4,000</b>	<b>4,000</b>

**Building Maintenance**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
209	Town Hall				5,000.00	208.00	4,792	4,792
210	Morse Pavilion				10,500.00	1,631.36	8,869	8,869
211	Roxley Hall				5,000.00	1,788.20	3,212	3,212
236	Cafe							
237	River Green Buildings				5,000.00		5,000	5,000
<b>SUB TOTAL</b>					<b>25,500.00</b>	<b>3,627.56</b>	<b>21,872</b>	<b>21,872</b>

**Business Sponsorship**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
177	Receipts and payments	250.00	398.00	148	250.00	344.22	-94	54
<b>SUB TOTAL</b>		<b>250.00</b>	<b>398.00</b>	<b>148</b>	<b>250.00</b>	<b>344.22</b>	<b>-94</b>	<b>54</b>

**Capital Spending**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
90	Asset replacement				5,000.00		5,000	5,000
91	Buildings & amenity areas				7,265.00		7,265	7,265
92	Street lights				9,000.00		9,000	9,000
93	Town Office				1,000.00		1,000	1,000
164	Projects				2,000.00	30,209.97	-28,210	-28,210
165	War Memorial							

**Thorpe St Andrew Town Council**  
**Summary of Receipts and Payments**  
 All Cost Centres and Codes

3 September 2019 (2019/20)

<b>SUB TOTAL</b>	<b>24,265.00</b>	<b>30,209.97</b>	<b>-5,945</b>	<b>-5,945</b>
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**Cemetary**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
102 Maintenance				2,120.00	2,020.00	100	100
103 Water charges				500.00		500	500
<b>SUB TOTAL</b>				<b>2,620.00</b>	<b>2,020.00</b>	<b>600</b>	<b>600</b>

**Community Infrastructure Levy**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
175 CIL receipts and payments		3,924.73	3,925				3,925
<b>SUB TOTAL</b>		<b>3,924.73</b>	<b>3,925</b>				<b>3,925</b>

**Contingency**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117 Contingency				5,550.00		5,550	5,550
<b>SUB TOTAL</b>				<b>5,550.00</b>		<b>5,550</b>	<b>5,550</b>

**Dementia Cafe**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
217 Receipts and payments							
<b>SUB TOTAL</b>							

**Events**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
118 Events one off purchase							
200 Event Business Sponsorship	750.00		-750	150.00		150	-600
243 St Georges Day	750.00	481.13	-269	1,500.00	1,486.99	13	-256
244 Fireworks	10,250.00	41.66	-10,208	7,500.00		7,500	-2,708
245 Remembrance parade							
246 Xmas Event	1,000.00	170.83	-829	1,000.00		1,000	171
<b>SUB TOTAL</b>	<b>12,750.00</b>	<b>693.62</b>	<b>-12,056</b>	<b>10,150.00</b>	<b>1,486.99</b>	<b>8,663</b>	<b>-3,393</b>

**Thorpe St Andrew Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

3 September 2019 (2019/20)

**Fitzmaurice Park - Town Hall**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38 Cleaning				6,000.00	1,905.00	4,095	4,095
40 Cricket maintenance				3,000.00	1,226.23	1,774	1,774
41 Electricity				6,000.00	2,429.46	3,571	3,571
42 Field maintenance contract				4,300.00	1,842.25	2,458	2,458
43 Turf maintenance				1,000.00	1,859.75	-860	-860
45 Park maintenance				1,000.00	1,241.52	-242	-242
46 Play equipment maintenance				500.00	412.25	88	88
48 Sanitary disposal				100.00		100	100
49 Telephone				250.00	155.00	95	95
50 Water rates				1,300.00		1,300	1,300
51 Wheeled/litter/dog bins				2,000.00	772.68	1,227	1,227
52 Cricket income	2,789.00	893.33	-1,896				-1,896
54 Lettings	15,500.00	5,842.19	-9,658				-9,658
55 Other income							
212 Repaint Youth Shelter					283.20	-283	-283
238 tennis court				400.00		400	400
<b>SUB TOTAL</b>	<b>18,289.00</b>	<b>6,735.52</b>	<b>-11,553</b>	<b>25,850.00</b>	<b>12,127.34</b>	<b>13,723</b>	<b>2,169</b>

**Grants**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
150 Grant income and expenditure		200.00	200		349.00	-349	-149
<b>SUB TOTAL</b>		<b>200.00</b>	<b>200</b>		<b>349.00</b>	<b>-349</b>	<b>-149</b>

**Leases**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
172 Vehicle lease				4,000.00	2,521.12	1,479	1,479
<b>SUB TOTAL</b>				<b>4,000.00</b>	<b>2,521.12</b>	<b>1,479</b>	<b>1,479</b>

**Legal Fees**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
158 Legal charges				1,500.00		1,500	1,500
<b>SUB TOTAL</b>				<b>1,500.00</b>		<b>1,500</b>	<b>1,500</b>

**Loan Repayment**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
119 Morse Loan				5,523.00	2,793.33	2,730	2,730

**Thorpe St Andrew Town Council**  
**Summary of Receipts and Payments**  
 All Cost Centres and Codes

3 September 2019 (2019/20)

182 Roxley Hall Loan	21,103.00	10,603.42	10,500	10,500
193 Town Hall loan	3,566.00		3,566	3,566
229 River Green Lights	3,983.00	1,783.14	2,200	2,200
<b>SUB TOTAL</b>	<b>34,175.00</b>	<b>15,179.89</b>	<b>18,995</b>	<b>18,995</b>

### Newsletter

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
242 Newsletter				2,000.00		2,000	2,000
<b>SUB TOTAL</b>				<b>2,000.00</b>		<b>2,000</b>	<b>2,000</b>

### Parks Project

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
218 Receipts and payments							
<b>SUB TOTAL</b>							

### Precept

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
111 Precept	441,638.00	220,819.00	-220,819				-220,819
<b>SUB TOTAL</b>	<b>441,638.00</b>	<b>220,819.00</b>	<b>-220,819</b>				<b>-220,819</b>

### River Green

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30 Commissioners Cut - picnic area				500.00	172.50	328	328
31 Electricity				350.00	106.48	244	244
33 River Green flowers				900.00		900	900
34 River Green maintenance				4,000.00	426.88	3,573	3,573
35 War Memorial maintenance				500.00		500	500
149 Income	50.00	325.00	275		122.47	-122	153
247 Rates River Green toilets					2,042.01	-2,042	-2,042
248 Electricity Toilets River Green					942.26	-942	-942
249 Cleaning Toilets					1,910.00	-1,910	-1,910
<b>SUB TOTAL</b>	<b>50.00</b>	<b>325.00</b>	<b>275</b>	<b>6,250.00</b>	<b>5,722.60</b>	<b>527</b>	<b>802</b>

### Roxley Hall

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Cleaning				6,000.00	2,500.00	3,500	3,500
22 Electricity				1,500.00	592.29	908	908

**Thorpe St Andrew Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

3 September 2019 (2019/20)

23 Gas				2,000.00	449.54	1,550	1,550
25 Miscellaneous					332.40	-332	-332
26 Rates				3,500.00	4,456.54	-957	-957
27 Sanitary disposal				250.00		250	250
28 Water				500.00	182.12	318	318
29 Lettings	17,000.00	6,938.90	-10,061				-10,061
<b>SUB TOTAL</b>	<b>17,000.00</b>	<b>6,938.90</b>	<b>-10,061</b>	<b>13,750.00</b>	<b>8,512.89</b>	<b>5,237</b>	<b>-4,824</b>

**S137 Payments and Donations**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
112 S137 - bus shelter maintenance	1,500.00		-1,500				-1,500
113 S137 payments and donations				550.00	2,076.00	-1,526	-1,526
<b>SUB TOTAL</b>	<b>1,500.00</b>		<b>-1,500</b>	<b>550.00</b>	<b>2,076.00</b>	<b>-1,526</b>	<b>-3,026</b>

**Salaries**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
125 Fenn salary				7,143.00	3,173.20	3,970	3,970
126 Fenn - pension employer				1,607.00	713.97	893	893
127 Fenn - NIC employer					10.10	-10	-10
131 Sayer salary				28,895.00	12,039.60	16,855	16,855
132 Sayer - pension employer				6,501.00	2,708.90	3,792	3,792
133 Sayer - NIC employer				2,815.00	1,165.35	1,650	1,650
152 Bass - salary				9,508.00	3,712.50	5,796	5,796
153 Bass - NIC employer				170.00	16.21	154	154
154 Bass - pension employer				2,139.00	835.31	1,304	1,304
183 Foreman salary				42,806.00	17,836.05	24,970	24,970
184 Foreman employers nic				5,200.00	1,965.25	3,235	3,235
185 Student loan					90.00	-90	-90
186 Foreman - pension employer				9,631.00	4,013.05	5,618	5,618
188 Sick/hol cover							
189 Calver salary				21,429.00	8,838.75	12,590	12,590
190 Calver pension employer				4,821.00	2,008.95	2,812	2,812
191 Calver -employers nic				1,740.00	736.05	1,004	1,004
192 Calver - student loan							
202 Mr G Watkins				16,326.00	6,162.30	10,164	10,164
203 Watkins - pension employer				3,673.00	1,386.55	2,286	2,286
204 Matthews - salary				2,040.00	840.78	1,199	1,199
205 Parr - salary				15,092.00	6,288.35	8,804	8,804
206 Parr - employers NIC				972.00	371.70	600	600
207 Parr employers pension				3,396.00	1,414.90	1,981	1,981
224 Jones salary				16,836.00	7,015.00	9,821	9,821
225 Jones pension employer				3,788.00	1,578.40	2,210	2,210
227 Jones nic employer				1,000.00	471.95	528	528
230 Watkins nic				1,280.00		1,280	1,280
231 Seaman salary				16,836.00	7,015.00	9,821	9,821
232 Seaman pension employer				3,788.00	1,578.40	2,210	2,210
233 Seaman employers nic				1,000.00	471.95	528	528

**Thorpe St Andrew Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

3 September 2019 (2019/20)

234 balance		11,000.00	-11,000	-11,000
<b>SUB TOTAL</b>		<b>230,432.00</b>	<b>105,458.52</b>	<b>124,973</b>

**Section 106**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
201 Section 106							
<b>SUB TOTAL</b>							

**Sir George Morse Park and Pavi**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57 Cleaning and cleaning materials				8,000.00	3,487.50	4,513	4,513
60 Electricity				1,700.00	1,057.16	643	643
61 Equipment hire				400.00		400	400
62 Field maintenance contract				6,100.00	2,756.50	3,344	3,344
64 Fuel				2,500.00	848.64	1,651	1,651
65 Grounds machinery				4,000.00	1,106.77	2,893	2,893
68 Materials fixtures & fittings				1,050.00	139.77	910	910
70 Mileage				400.00		400	400
71 Miscellaneous				200.00	328.00	-128	-128
72 Morse - gas/expenditure				1,500.00	224.71	1,275	1,275
73 Park maintenance				550.00	106.68	443	443
74 Play equipment maintenance				1,000.00	831.25	169	169
75 Shrub bed - St Will Loke				100.00	36.50	64	64
76 Sanitary disposal				300.00		300	300
77 Sports turf maintenance				8,000.00	6,047.60	1,952	1,952
78 Telephone				1,400.00	567.28	833	833
79 Tools - equipment				200.00	226.61	-27	-27
80 Training				3,500.00		3,500	3,500
84 Water rates				900.00	202.28	698	698
85 Wheeled/litter/dog bins				2,000.00	818.24	1,182	1,182
88 Football income	11,500.00	2,133.77	-9,366				-9,366
89 Other income		900.00	900				900
160 Soccer marking				4,000.00	1,894.15	2,106	2,106
174 Rates				2,500.00	2,430.45	70	70
176 Feed in Tariff		226.81	227		226.81	-227	
181 Cleaning Tennis Courts				300.00	520.00	-220	-220
213 Health and Safety				1,900.00	481.69	1,418	1,418
214 Vehicle Maintenance					344.52	-345	-345
<b>SUB TOTAL</b>	<b>11,500.00</b>	<b>3,260.58</b>	<b>-8,239</b>	<b>52,500.00</b>	<b>24,683.11</b>	<b>27,817</b>	<b>19,577</b>

**Street Furniture**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
104 Cleaning bus shelters				1,500.00	440.00	1,060	1,060
105 Repairs and maintenance		50.00	50		20.83	-21	29



**Thorpe St Andrew Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

3 September 2019 (2019/20)

156 Bus shelters

<b>SUB TOTAL</b>	50.00	50	1,500.00	460.83	1,039	<b>1,089</b>
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**Street Lighting**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
106 Energy charge				20,000.00	8,921.34	11,079	11,079
107 Maintenance contract				5,760.00	2,000.00	3,760	3,760
108 Repairs					6,850.00	-6,850	-6,850
<b>SUB TOTAL</b>				<b>25,760.00</b>	<b>17,771.34</b>	<b>7,989</b>	<b>7,989</b>

**Town and Neighbourhood Plan**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
169 Town/neighbourhood plan				1,000.00	145.85	854	854
<b>SUB TOTAL</b>				<b>1,000.00</b>	<b>145.85</b>	<b>854</b>	<b>854</b>

**Town Hall Office**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Audit				1,800.00	231.00	1,569	1,569
2 Bank charges				450.00	110.50	340	340
3 Chairmans expenses		104.00	104	1,200.00	173.57	1,026	1,130
4 Computer/Photocopier				750.00	383.00	367	367
5 Insurance				8,500.00	7,749.30	751	751
6 Mileage							
7 Miscellaneous				300.00	220.30	80	80
8 Office equipment				150.00	189.38	-39	-39
10 Office telephone				800.00	325.84	474	474
11 Postage				1,200.00	322.44	878	878
12 Stationery		6.99	7	1,500.00	468.26	1,032	1,039
13 Subscriptions				1,000.00	698.95	301	301
14 Training and H & S				1,000.00	55.00	945	945
15 Bank interest	150.00	64.72	-85				-85
17 Insurance claims							
143 VAT refund							
187 Bottle bank		173.05	173		40.35	-40	133
216 Photocopy charges				1,000.00	458.73	541	541
235 Rates				3,500.00	3,338.80	161	161
239 Human Resources H&S Cover				2,400.00		2,400	2,400
<b>SUB TOTAL</b>	<b>150.00</b>	<b>348.76</b>	<b>199</b>	<b>25,550.00</b>	<b>14,765.42</b>	<b>10,785</b>	<b>10,983</b>

**Thorpe St Andrew Town Council**  
**Summary of Receipts and Payments**  
 All Cost Centres and Codes

3 September 2019 (2019/20)

**Tree Management**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
101 Tree expenditure				9,000.00	950.91	8,049	8,049
<b>SUB TOTAL</b>				<b>9,000.00</b>	<b>950.91</b>	<b>8,049</b>	<b>8,049</b>

**Verge Cutting**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
110 Fuel & machinery maintenance				2,500.00	933.55	1,566	1,566
228 Verge cutting	16,500.00	15,845.03	-655		819.02	-819	-1,474
240 Hire of equipment				10,000.00	1,840.00	8,160	8,160
<b>SUB TOTAL</b>	<b>16,500.00</b>	<b>15,845.03</b>	<b>-655</b>	<b>12,500.00</b>	<b>3,592.57</b>	<b>8,907</b>	<b>8,252</b>

**Website**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
116 Website costs				1,000.00	2,425.00	-1,425	-1,425
<b>SUB TOTAL</b>				<b>1,000.00</b>	<b>2,425.00</b>	<b>-1,425</b>	<b>-1,425</b>

**Youth Council**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
241 Payments				1,000.00		1,000	1,000
<b>SUB TOTAL</b>				<b>1,000.00</b>		<b>1,000</b>	<b>1,000</b>

**Summary**

<b>NET TOTAL</b>	<b>524,727.00</b>	<b>259,649.14</b>	<b>-265,078</b>	<b>524,727.00</b>	<b>256,264.09</b>	<b>268,463</b>	<b>3,385</b>
V.A.T.		12,617.69			12,445.71		
<b>GROSS TOTAL</b>		<b>272,266.83</b>			<b>268,709.80</b>		

**Thorpe St Andrew Town Council**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 01-04-2019 and 04-09-2019)

Cost Centre	Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
			<b>164 Projects</b>							
	Vchr.	Minute								
	59	08/04/2019	Bank 1 Current Acc	8164	Building regs	CNC Building Control	S	300.00	60.00	360.00
	80	23/04/2019	Bank 1 Current Acc	dd	Training dummy	Laertal Medical	S	397.00	79.40	476.40
	81	23/04/2019	Bank 1 Current Acc	dd	Planning application R Green	Planning Portal	S	133.67	3.33	137.00
	98	23/04/2019	Bank 1 Current Acc	online	Cafe appliances	Currys	S	223.33	44.67	268.00
	130	07/05/2019	Bank 1 Current Acc	online	Cafe project	C Pilgrim	E	24,936.00	0.00	24,936.00
	134	07/05/2019	Bank 1 Current Acc	8186	Building regs	CNC Building Control	S	344.17	68.83	413.00
	197	14/05/2019	Bank 1 Current Acc	8198	Fencing cafe project	G & G Fencing	S	1,915.80	383.16	2,298.96
	300	11/06/2019	Bank 1 Current Acc	8151	Cancelled cheque	Taverham Nursery Centre	S	-228.87	-45.80	-274.67
	301	11/06/2019	Bank 1 Current Acc	8220	Plants	Taverham Nursery Centre	S	228.87	45.80	274.67
	416	09/07/2019	Bank 1 Current Acc	8240	work to River Green toilets	DSG	S	1,350.00	270.00	1,620.00
	417	09/07/2019	Bank 1 Current Acc	8241	twinning sign	G Sign	S	244.00	48.80	292.80
	439	23/07/2019	Bank 1 Current Acc	8248	twinning sign	G Sign	S	366.00	73.20	439.20
					Subtotal for Code:	Projects		£30,209.97	£1,031.39	£31,241.36
					Subtotal for Cost Centre:	Capital Spending		30,209.97	1,031.39	31,241.36
					<b>TOTALS</b>			<b>£30,209.97</b>	<b>£1,031.39</b>	<b>£31,241.36</b>

**EVENTS RECEIPTS AND PAYMENTS  
2019/2020**

<b>EVENTS</b>	<b>Receipts EXC VAT</b>	<b>Payments EXC VAT</b>
<b>Budget 19/20</b>	<b>12750</b>	<b>10150</b>
	£	£
St Georges Day	<b>818.65</b>	1507.99
Rememberance Parade		
Fireworks	104.15	
Xmas lights	233.32	
<b>Stall income 20/21</b>		
<b>Xmas Cards</b>		
<b>Event notice 20/21</b>		
Snippets		
<b>EVENTS TOTAL 2019/20</b>	<b>1156.12</b>	<b>1507.99</b>
Newsletter (3 issues) plus delivery		
<b>2018/19 Income</b>		
<b>Stall income St Georges 2019/20</b>	<b>337.52</b>	
<b>Fireworks 2019/20</b>	<b>62.49</b>	
<b>Xmas 2019/20</b>	<b>62.49</b>	
<b>Event Notice</b>		<b>21.00</b>
<b>sub total</b>	<b>462.50</b>	<b>21.00</b>
<b>Total</b>	<b>693.62</b>	<b>1486.99</b>

**Thorpe St Andrew Town Council**  
**Listing of Receipts in each Code for All Cost Centres**  
 (Between 01-04-2019 and 04-09-2019)

Cost Centre		Events		243 St Georges Day		244 Fireworks		246 Xmas Event		
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	08/04/2019		Bank 1 Current Acc		Banner sponsorship	Morton Reeves	S	50.00	10.00	60.00
7	08/04/2019		Bank 1 Current Acc		Banner sponsorship	C & M Handyman	S	30.00	6.00	36.00
13	09/04/2019		Bank 1 Deposit Acc		Stall income	Various	S	12.50	2.50	15.00
17	23/04/2019		Bank 1 Current Acc		Business sponsorship	Arron Reynolds	S	20.00	4.00	24.00
22	23/04/2019		Bank 1 Current Acc		Banner sponsorship	Canham Consulting	S	30.00	6.00	36.00
23	23/04/2019		Bank 1 Current Acc		Banner sponsorship	Breakwater	S	50.00	10.00	60.00
27	24/04/2019		Bank 1 Deposit Acc		Banner sponsorship	Norfolk Property Management	S	30.00	6.00	36.00
28	24/04/2019		Bank 1 Deposit Acc		Banner sponsorship	Harveys Funeral Home	S	30.00	6.00	36.00
29	24/04/2019		Bank 1 Deposit Acc		Stall income	Various	S	12.50	2.50	15.00
30	30/04/2019		Bank 1 Deposit Acc		Banner sponsorship	Lovewell Blake	S	30.00	6.00	36.00
42	01/05/2019		Bank 1 Deposit Acc		Donation	Donkey Rides	E	78.00	0.00	78.00
43	01/05/2019		Bank 1 Deposit Acc		Donation	Funfair	E	50.00	0.00	50.00
44	01/05/2019		Bank 1 Deposit Acc		Straw - paid from income	Various	E	-60.00	0.00	-60.00
47	08/05/2019		Bank 1 Deposit Acc		Donation	Fab fudge	E	25.00	0.00	25.00
48	08/05/2019		Bank 1 Deposit Acc		Business sponsorship	Co op Funeral Plan	S	30.00	6.00	36.00
83	12/06/2019		Bank 1 Deposit Acc		Donation	Ronaldo	E	63.13	0.00	63.13
								£481.13	£65.00	£546.13
								Subtotal for Code: St Georges Day		
123	30/07/2019		Bank 1 Deposit Acc		Trade stalls - fireworks	Various	S	20.83	4.17	25.00
141	20/08/2019		Bank 1 Deposit Acc		Trade stalls - fireworks	Hogg man	S	20.83	4.17	25.00
								£41.66	£8.34	£50.00
								Subtotal for Code: Fireworks		
108	16/07/2019		Bank 1 Deposit Acc		Stall income - xmas	Various	S	87.50	17.50	105.00
124	30/07/2019		Bank 1 Deposit Acc		Trade stalls - Xmas	Various	S	20.83	4.17	25.00
125	30/07/2019		Bank 1 Deposit Acc		Stall income - xmas	Various	S	50.00	10.00	60.00
131	07/08/2019		Bank 1 Deposit Acc		Stall income - xmas	Various	S	12.50	2.50	15.00
142	20/08/2019		Bank 1 Deposit Acc		Stall income - xmas	Various	S	12.50	2.50	15.00
145	30/08/2019		Bank 1 Deposit Acc		Cheque returned from bank	Various	S	-12.50	-2.50	-15.00
								£170.83	£34.17	£205.00
								Subtotal for Code: Xmas Event		
								693.62	107.51	801.13
								Subtotal for Cost Centre: Events		
								£693.62	£107.51	£801.13
								TOTALS .....		

**Thorpe St Andrew Town Council**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 01-04-2019 and 04-09-2019)

Cost Centre	Events										
Code Number	243 St Georges Day										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
7	08/04/2019		Bank 1 Current Acc	8159	Entertainer	Mr D Leggett	E	190.00	0.00	190.00	
129	07/05/2019		Bank 1 Current Acc	online	Entertainer	Kemps Men	E	180.00	0.00	180.00	
145	14/05/2019		Bank 1 Current Acc	8195	Donkey rides	Scraby Garden Centre	S	160.00	32.00	192.00	
212	21/05/2019		Bank 1 Current Acc	buscard	Banner changes	Premier Print	E	48.00	0.00	48.00	
213	21/05/2019		Bank 1 Current Acc	buscard	Flags	Ebay shop	E	12.99	0.00	12.99	
222	28/05/2019		Bank 1 Current Acc	online	Entertainer	Mediaeval Association	E	800.00	0.00	800.00	
236	28/05/2019		Bank 1 Current Acc	8210	First aid cover	St Johns Ambulance	S	96.00	19.20	115.20	
Subtotal for Code: St Georges Day								£1,486.99	£51.20	£1,538.19	
Subtotal for Cost Centre: Events								1,486.99	51.20	1,538.19	
<b>TOTALS .....</b>								<b>£1,486.99</b>	<b>£51.20</b>	<b>£1,538.19</b>	

THORPE ST ANDREW TOWN COUNCIL  
 VARIANCES - 01/04/19 - 31/8/19

4(c) 3

COST CENTRE	Receipt variance notes
Allotments	Rents due October
Building Maintenance	
Business Sponsorship	Roundabout sponsorship £148
Capital Spending	See summary
Cemetery	
Community Infrastructure levy	CIL income £3924
Events	See summary
Fitzmaurice Park - Town Hall	less cricket income
Grants	voluntary grant afternoon tea
Leases	
Legal fees	
Loan	
Newsletter	
Precept	Received from BDC in April and September
River Green	Mooring fee income
Roxley Hall	
Sir George Morse Park and Pavilion	Seasonal football income
Street Furniture	reimburse for plaque £50
Town Hall - Office	reimburse for twinning lunch £100 bottle bank £173

COST CENTRE	Payment variance notes
Allotments	
Building Maintenance	
Business Sponsorship	plants
Capital Spending	See summary - café project £27235
Cemetery	paid maint for the year
Community Infrastructure levy	
Events	See summary
Fitzmaurice Park - Town Hall	Tree work £350 and seed £1186
Grants	afternoon tea purchases £349
Leases	New lease - paid 3 months in advance £668
Legal fees	
Loan Repayment	
Newslewtter	
Street lighting	£6850 replacement columns/lights
River Green	Toilets - rates/electricity/cleaning £2856
Roxley Hall	Rates paid for the year £4456
Sir George Morse Park and Pavilion	Rates paid for the year £2430 and seed £2861
Salaries	Strain payment to pension fund £11000
Town Hall - Office	Rates paid for the year £3339 Insurance paid for the year £7750
Website	updates £2425

## Laundry Lane Overflow Carpark - Correspondence

From:

Sent: 26 August 2019 11:09

To: Office <[office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)>

Subject: Laundry Lane Recreational Park

Hi

I am a regular user of the park and am impressed by the range of facilities and general upkeep of the park. However over time I have noticed several things that I feel might inhibit its use by residents of Thorpe St Andrew and beyond.

1 The intermittent opening of the small car park. This was closed for about a week recently and was closed again this morning. Although we should encourage people to walk, I note that the large car park sometimes gets completely filled and people park indiscriminately along the road outside making access for pedestrians and indeed vehicles even more hazardous. This is especially true when the Bowls club and/or the footballers have an event.

2 After the excellent work to the cafe it is shame it does not open more frequently. I imagine this is due to the requirements of the proprietors. However, the footpath outside of the swing gate has been left broken and a real trip hazard. Whilst builders were on site I would have thought that this small job could have been completed. I feel that this does require some urgent attention, especially in this litigious society.

3 I noted that all the goal posts were put away at the start of the summer holidays. Given the popularity of football I would have thought a couple of goals might have been left for children to use during the summer holiday.

4 I have noticed a good deal of litter lying about (especially following the weekends when the pitches have been used for football). Whilst there is no excuse for leaving litter in any public space, there is a distinct lack of waste disposal facility on the site. There are an adequate number of dog bins but just one general litter bin.

5. Bank holiday Monday (9.30am) and the toilets are not open. I noticed this before at random times, but on a hot bank Holiday I would have thought these could have been opened. Living so close I do not need to use them but on occasion I have used them to wash my hands I have been impressed with them.

I am sorry that this email sounds like one long gripe. It is sent with the best of intentions. I am impressed with the overall facilities we have and I feel very lucky to be a resident with such facilities on my doorstep.

Regards



On Tuesday, 27 August 2019, 11:42:03 BST, Darrin Sayer <[Darrin.Sayer@thorpestandrew-tc.gov.uk](mailto:Darrin.Sayer@thorpestandrew-tc.gov.uk)> wrote:

Dear

Thank you for your contacting the council and bringing your observations to my attention. We are committed to providing and improving visitors facilities to our residents and site visitors and will attempt to answer your points raised in order.

1. The overspill carpark area has been subject to numerous complaints recently from neighbouring residents regarding regular anti-social use; especially in the early evenings. It has therefore been decided to have the parks & estates staff open/close this during normal working hours. Our football/bowls and other sport clubs can also open the gate during other times when additional parking is required due to their presence on the site. We actively encourage our local teams/clubs to 'carshare' where possible and spread the weekend sporting activities throughout each day to alleviate car parking upon the neighbouring highway. There will unfortunately remain occasions when all off road parking provision will not be sufficient to cope with the number of vehicles.
2. The café operation hours are at the discretion of the holder of the lease. Additional small works to the surrounds of the site are ongoing and planned during the end of the summer period. This will include covered outside seating areas in addition to the surfacing of the area you have highlighted.
3. We operate a strict closed football season upon the Sir George Morse Park in operation between May 16<sup>th</sup> - August 16<sup>th</sup>. This limited time permits the over-seeding, top dressing and other repairs to the sports turf to establish a strong grass sward in preparation for the new football season. Experience in leaving goals available has proven to encourage matches to continue and reduce the effectiveness of pitch repairs with slow seed germination and sward development.
4. Football clubs are regularly reminded of their duty to collect their litter from the field during and after matches. All waste bins provided on our parks are for combined general waste. New bins including recycling options are planned for introduction upon our parks this year.
5. The toilet facilities are opened daily by our parks & estates team. Unfortunately we do not have staff cover upon bank holidays. However, we will speak to the Café proprietor in the hope that when they open during weekends/bank holidays they ensure the toilets are open too.

Kind regards

Darrin Sayer  
Parks & Estates Manager  
Thorpe St Andrew Town Council  
Town Hall  
Fitzmaurice Park  
Pound Lane, NR7 0UL

**From:**  
**Sent:** 27 August 2019 12:29  
**To:** Darrin Sayer <[Darrin.Sayer@thorpestandrew-tc.gov.uk](mailto:Darrin.Sayer@thorpestandrew-tc.gov.uk)>  
**Cc:** Office <[office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)>  
**Subject:** Re: Laundry Lane Recreational Park

Dear Darrin

Thank you for your speedy and detailed response.

The reason I did not write directly to you in the first instance is because I assumed that you were in the position of being directed by members rather than having direct control over budgets etc. I had assumed that the matters raised were budgetary rather than operational.

1 The small car park. This appeared to be closed for nearly a week recently. One day there was an event on which I believe to be a Bowls Club event, and the overspill onto Laundry Lane and St Catherines Road produced some very hazardous situations. The small car park used to be opened (and closed) regularly, outside of your own grounds staff working times. Does this mean there has been a reduction in funds for this purpose? I can understand residents annoyance at anti-social behaviour in the car parks after dark, but for a modest outlay I would imagine someone would be prepared to close and lock the gates at a reasonable hour.

2 I still maintain that the footpath outside of the gates presents a hazard and perhaps requires more urgent attention. I imagine the Town Council's insurers might have a view on this.

3 I understand what you say about the goal posts but I would have thought a small area (not even half a pitch size) might have been found away from the normal pitches for this purpose during the summer holidays.

4 Today I noticed the large bins in the car park. (I do not normally walk that way, but funnily enough had stumbled on the footpath on the way in, so I came through the car park instead). I'm not sure if they are for general use or if they are trade bins for the cafe. I had assumed as the red bins are marked as dog bins, then that is what they are for. I am pleased to note that waste bin provision will be made in the near future.

5 Unfortunately half Bank Holidays in England occur on Mondays when the cafe doesn't open. In conjunction with the closing of the small car park I would have imagined it would not be too costly to pay someone to open and close the toilets.

If funding is the problem you may wish to present this note to the member(s) responsible for Recreational facilities to see if they will lobby for appropriate funding.

Regards

On Tuesday, 27 August 2019, 13:30:59 BST, Darrin Sayer <[Darrin.Sayer@thorpestandrew-tc.gov.uk](mailto:Darrin.Sayer@thorpestandrew-tc.gov.uk)> wrote:

Dear Mr,

Thank you for your additional points raised, I will request that the issues raised are presented as an agenda item at the Finance & Staff Committee to be held on the evening of Monday 16<sup>th</sup> September.

You are welcome to attend as a member of the public to all council meetings.

With regard to your points one and five; the council has staff cover on weekends (normal working hours) to extend our cover to 7 days per week. We have staff providing an out of hours emergency call out that does extend to cover Bank Holidays. This cover does not include opening of the overspill car park or provision of w.c's. The bowls club and football clubs are also reminded each year of their cooperation in the need to open and close the overspill parking area.

The small section of unmetalled pathway outside of the café has until the recent building works been a mixture of high-clay content hogging and cold pour macadam. This was unavoidably disturbed during the installation of services and pipework and reinstalled to a level surface to permit pedestrian access to the field and café. The surface does not currently present a significant risk to users and the area is to be added to essential surfacing repairs to our car park on the Fitzmaurice Park before the winter period.

The 1100ltr trade bins are for the collection of council waste with the proprietor of the café paying a proportion of her rates towards for disposal of waste generated by the café.

Kind regards

Darrin Sayer  
Parks & Estates Manager  
Thorpe St Andrew Town Council  
Town Hall  
Fitzmaurice Park  
Pound Lane, NR7 0UL

On Tuesday, 27 August 2019, 17:15:15 BST, wrote:

Dear Darrin

Thank you for your speedy response.

Regards

**From:**

**Sent:** 30 August 2019 13:30

**To:** Darrin Sayer <[Darrin.Sayer@thorpestandrew-tc.gov.uk](mailto:Darrin.Sayer@thorpestandrew-tc.gov.uk)>

**Cc:** Office <[office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)>

**Subject:** Re: Laundry Lane Recreational Park

Dear Darrin

I visited the Recreation Ground just before 1pm today. The cafe was open, the yard was open, the gates from the main car park to the pitches were open. Unfortunately the small car park was locked shut.

Regards



On Friday, 30 August 2019, 13:46:55 BST, Darrin Sayer <[Darrin.Sayer@thorpestandrew-tc.gov.uk](mailto:Darrin.Sayer@thorpestandrew-tc.gov.uk)> wrote:

Dear ,

Thank you for your email. We presently have reduced staff cover upon all sites until Monday due to annual leave and after looked at today's sports bookings it has not been deemed necessary to open the overflow car park.

The main car park has been monitored throughout today and has so far not shown any significant use today that warrants additional parking need.

I will request that the football clubs playing this weekend in addition to the proprietor of the café are aware of the need to open the overflow facility if required.

Kind regards

Darrin Sayer

Parks & Estates Manager  
Thorpe St Andrew Town Council  
Town Hall  
Fitzmaurice Park  
Pound Lane, NR7 0UL

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From:

Sent: 30 August 2019 15:24

To: Darrin Sayer <[Darrin.Sayer@thorpestandrew-tc.gov.uk](mailto:Darrin.Sayer@thorpestandrew-tc.gov.uk)>

Cc: Office <[office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)>

Subject: Re: Laundry Lane Recreational Park

Dear Darrin

Thank you for the information. I hadn't realised that the opening of the smaller car park solely depended upon the assumed use of the main car park. I find accessing the ground via the smaller car park much more convenient, especially since the cafe has opened at its new location, with tables and chairs in place.. If that is how the use is managed, I guess I must accept it.

Many thanks.

5.

**From:** Darrin Sayer  
**Sent:** 30 August 2019 14:09  
**To:** Football Clubs, Bowls Club, Café

**Subject:** Overflow car park-Sir George Morse Park

Dear all,

Please may I remind you of the need to minimise the pressure of on-street parking on Laundry Lane and surrounding residential roads during match days etc by the opening and closing of the overflow car park.

Each club should have in their possession a #8 padlock key to enable this. If this is not the case please let me know immediately.

Normally this will be covered by our staff but there will be occasions such as evening fixtures and the occasional weekend, such as this weekend, when our member of staff will be on annual leave.

Thank you all for your assistance and understanding on the issue.

Kind regards

Darrin Sayer  
Parks & Estates Manager  
Thorpe St Andrew Town Council  
Town Hall  
Fitzmaurice Park  
Pound Lane, NR7 0UL

Office: 01603 701048  
Mobile: 07525232583  
Twitter: @TSA\_TownCouncil  
[www.thorpestandrew-tc.gov.uk](http://www.thorpestandrew-tc.gov.uk)

**From:** Park Users []  
**Sent:** 01 September 2019 18:11  
**To:** Office <[office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)>  
**Subject:** Overflow Car Park Closure

To whom it may concern,

We have been made aware that part of the reason why the car park has been locked is due to noise complaints from neighbours as well as potential anti-social behaviour from young people (this could mainly be due to the school holidays and the freedom they have during that period of time), but it is a very big inconvenience to those who rely on and use the car park. In response to these complaints, the car users will still have to drive past their houses making noise to get to the other car park anyways and children on bikes can still get through the side gates and even when they are walking so shutting the gate doesn't actually solve any of the problems.

One of the issues is when there is a bowls tournament or a football match(es) the main car park overflows causing many people to park along the roads, thus making the roads unsafe. It is a safety issue as well as an inconvenience, you can't see past the cars when trying to pull out and when several people in a hurry are trying to park on the paths, it not only puts each driver at risk but also the pedestrians nearby – it is essentially an accident waiting to happen. More importantly it is impossible for any emergency services to get through and assist which is a huge risk and endanger to life. We have also seen people drive in their cars onto the field through the gate and park there, which is obviously not allowed, we have also seen bike marks that looked like they could have been made with motorbikes on the field too. Another issue with people parking along the paths: it obstructs the bus route. We as a collective have seen many buses not able to get through the tight space that is left for them and when they try to squeeze through there is potential damage to the parked cars as well as the bus.

We also feel that it is unfair on the local café, football teams and groundsmen to have the responsibility of unlocking and locking the carpark at the beginning and end of the day. The main problem with this is that if there is a car parked in there they can't lock the gate so if you believe it is their responsibility at the end of the day to close the gate, they would then have to stay until the car is gone. Some dog walkers also choose to walk their dogs late at night or in the evening and many live in the direction towards the car park and so prefer to park in there but can't and if for some reason anyone from the groups mentioned above are there still and need to lock the gate once again can't.

As the car park was revamped and created using our taxpayer's money, we feel that it is only right that we get to be able to use it. The obvious solution would be just to leave it open like it has been prior to this. We have been made aware that a sign was put up with opening and closing hours for the public's information, but we also have been told and know what some people are like, that said sign was torn down by one of the users so unless if the sign was made a permanent part of the car park along with a fine that could be issued to those who disagree with those terms is made, that would never work either.

In conclusion, as users of the park and car park we feel we have the right to raise our concerns and complaints to you for your discussion which we know is going to happen at a meeting on the 2<sup>nd</sup> of September at 7:30pm. If no response or actions have been taken we will take this to someone higher up and start a petition to ensure something is done.

Yours Sincerely,

The Users of the Park

**From:** Office  
**Sent:** 03 September 2019 10:57  
**To:**  
**Subject:** Overflow Car Park Closure

Good Morning,

Thank you for your email dated the 1st September 2019.

Our Parks and Estates Manager had asked for this matter to be placed on the Finance and Staffing Committee agenda for 16th September (not the 2nd September), starting at 7.30pm.

The Town Clerk will circulate this email at that meeting, but he has asked me to point out that in normal circumstances anonymous letters to a local authority are generally disregarded. In part, this is because when an email states speaks for a group or 'collective', without any specific details of names and numbers, it is difficult for Councillors and officers to give weight to the concerns.

Therefore, I would encourage anyone who wishes to raise these concerns to provide their details prior to this meeting. The Town Council does encourage attendance at these meetings and there is a part of the meeting where the public are able to speak on any item which appears on the agenda.

Best wishes

Jane Parr  
Admin Officer  
TSA Town Council



**From:** nannyscakes  
**Sent:** 10 September 2019 16:34  
**To:** Thomas Foreman <Thomas.Foreman@thorpestandrew-tc.gov.uk>  
**Subject:** Outside area for cafe

To Thomas

Further from our conversation this morning we have looked into options available to us to provide shelter etc for outdoor/indoor seating.

We asked Gooch's to come out and quote for a pergola to be built at the front of the café. They were concerned about the strength of the winds at the park and therefore potential damage. Also the area that the pergola to fit in would only be around 10ft x 3ft which wouldn't provide a adequate area undercover for the seating. We would also be concerned of the safety of a wooden structure with vandalism and fire risk.

We discussed the potential of a shipping container being placed in front of the café . we feel this is probably the most suitable solution. It will be weather proof as well as longer lasting and more secure as we will be able to lock it up at the end of the day. We could also leave our furniture inside so will not need to find further storage.

Also this will solve another issue of lack of storage for the café. We should be able to move most of our things out of the morse and the storage cupboard Which will be easier and stop any further problems arising of being able to get to our equipment when the grounds men aren't available.

Thank you for all your continued support and help.

Nannys Cakes

Note:-

- Diagrams & Plans with costing to be tabled.



Overview - Community Officer, 20 hrs per month (or as required)

Flexible working across mainly Wednesday (Community Day) but other days not limited

**Main purpose**

To develop and support existing community activities on behalf of the council. Implement new activities where appropriate. Support all councillors and volunteers offering training if required.

To work collaboratively with others out in the community, including partner agencies, the voluntary and community sector, businesses, councillors and local people to develop their assets, skills and resources to improve the quality of life for local people and the wider community.

**Responsibilities**

1. To ensure a Community focused services delivery through working in partnership with relevant internal & external groups & services
2. To co-ordinate, maintain & market a programme of activities within community facilities and ensure the programmes are complementary with neighbouring facilities.
3. To identify external funding sources & secure funding where possible.
4. To lead in the development of a range of activities, including, but not limited to, capacity building programme including the design and delivery of related resources for example training.
5. To lead in the development of best practice resources facility for community services including the creation & management of a best practice resource library.
6. To lead in the development & implementation of council Advice Strategy, in support of the council advice services panel.
7. To undertake such other relevant duties as may from time to time. Office/ meeting cover as required. To attend and support all council events, assisting with arrangements where needed.
8. Support and give training as required for new Deputy Clerk post.