



**THORPE ST ANDREW TOWN COUNCIL**

**VIRTUAL FINANCE AND STAFFING COMMITTEE MEETING**

**Town Hall, Fitzmaurice Park, Pound Lane, Thorpe St Andrew, Norwich, NR7 0SR**  
**Tel/Fax: (01603) 701048      Email: [thomas.foreman@thorpestandrew-tc.gov.uk](mailto:thomas.foreman@thorpestandrew-tc.gov.uk)**

**PUBLIC MESSAGE:** This is an online meeting, using Zoom. If you wish to “attend” please email the clerk for a copy of the link to the meeting before noon on Monday 18<sup>th</sup> May 2020.

13.05.20

**Notice of Virtual Finance and Staffing Committee Meeting**

Councillors of the Finance and Staffing Committee, you are hereby summoned to attend the meeting of the Finance and Staffing Committee to be held on the ‘Zoom’ conference platform on 18<sup>th</sup> May 2020 at 7.30pm for the purpose of transacting the following business.

*Foreman*

Thomas Foreman      Clerk to the Council

**AGENDA**

- 1      Attendance book and apologies for absence.**
- 2      Declarations of interest in items on the agenda.**
- 3      To confirm the minutes of the meeting held on 16th March 2020**
- 4      Public Speaking (maximum 3 minutes per speaker to address the meeting on matters on the agenda – all questions should be notified to the Clerk before 12 noon on the day of the meeting)**
- 5      Financial updates relating to Covid-19 – Presentation at the meeting**
- 6      Football Goal Replacement Scheme – Report attached**
- 7      Morse Pavilion fascia board and window replacement – Confidential report attached**
- 8      Mobile Library Service Parish Cup – Correspondence attached**

**Future Agenda Items.** (Not for discussion)

**Town Clerk – Dr Thomas Foreman**

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

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**Thorpe St Andrew Town Council**  
**Minutes of the Finance and Staff Committee Meeting**  
**held on 16 March 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:* .....

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

Existing mobile goals have been highlighted by our user clubs and the Norfolk FA as showing extensive signs of wear and possible future risk of failure.

#### **Background**

Existing goals were purchased for the beginning of the 2014 season, with the aid of match-funding from the Football Foundation. The type/design and usage would normally expect a usable lifespan of 5 years before replacement.

Wear indicates stresses on the corner welds have resulted in fractures of the welds and the steel brackets as these are not 'flexible' in build and design.

When purchased, each club was given approved anchoring pegs so that goals meet the required safety standards while in use. It has been reported on several occasions by match officials and the FA that goals have failed to be suitably anchored. This has been due to several factors; including ground conditions and anchors not being used correctly.

#### **Result**

Discussions with the Norfolk FA have confirmed that we are eligible for funding towards the purchase of replacement BSEN 748:2013+A1:2018 and BS EN 16579:2018 compliant goals with a maximum 75% of the cost covered by the funding programme.

Option 1 is the recommended choice as the design and manufacture removes the need to anchor the goals as the 'back-stay' incorporates a standards appropriate weighted design. There is also a flexible 'mitred' corner designed in, to allow movement at the main points of stress when goals are being manoeuvred.

Option 2 is the fall-back option. The design does have welded corners and would still require anchoring to the ground, however these offer compliance with the current BSEN standards.

#### **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 some financial implications arising from this report.

**Option 1**

Stadia Sports  
International - **Self-  
Weighted Heavy-Duty  
Elliptical Aluminium**

	Unit Price (excl discount)	Unit Price (discounted)	Total Price	Total Grant	TSA Contribution
Senior 24x8	2319.00	2203.05	4406.10	2400.00	2006.10
Junior 21x7	2259.00	2146.05	4292.10	2400.00	1892.10
Junior 16x7	2295.00	2180.25	4360.50	1800.00	2560.50
Junior 12x6	1595.00	1595.00	1595.00	900.00	695.00
	8468.00		14653.70	7500.00	<b>7153.70</b>

Tested to BS EN 748.  
Manufactured from 100mm x 107mm elliptical x 2.5mm aluminium which incorporates 4 strengthening bars for maximum strength. Mitred corner joints complete with an internal, double 'L' shaped bracket and external bracket for the strongest fixing of aluminium football goals.  
The mitred joints also allows a slight degree of flex when moving the goals which extends life of the joints.  
Includes 4 x Mark 2 lever-lift puncture proof wheels per goal. 90mm square x 5mm thick steel counterbalance backbars bolt to the back of the goal.  
Goal posts are painted white as standard.  
Comes with safety net hooks.

**Option 2**

MH Goals Ltd -  
**Freestanding 60mm  
Steel (requires  
anchoring)**

	Unit Price (excl discount)	Unit Price (discounted)	Total Price	Total Grant	TSA Contribution
Senior 24x8	1422.00	888.75	1777.50	1333.12	444.38
Junior 21x7	1408.80	880.50	1761.00	1320.74	440.26
Junior 16x7	1197.60	748.50	1497.00	1122.74	374.26
Junior 12x6	972.00	607.50	607.50	455.62	151.88
	5000.40		5643.00	4232.22	<b>1410.78</b>

60mm steel used the crossbar and uprights, 50mm box on the runbacks and back bar  
Heavy duty welded steel corner joints  
Designed to withstand heavy out door use  
Zinc plated steel  
Durable powder coated finish.  
Cable ties provided to attach the nets  
U peg anchors  
International back supports made from 32mm zinc plated steel  
Two heavy duty rear mounted roller wheels with detachable front wheels for easy movement  
BS EN 748 Compliant

**Option 3**

Mark Harrod Ltd -  
**Freestanding 60mm  
 Steel (requires  
 anchoring)**

	Unit Price (excl discount)	Unit Price (discounted)	Total Price	Total Grant	TSA Contribution
Senior 24x8	1416.00	1003.00	2006.00	1504.50	501.50
Junior 21x7	1404.00	994.50	1989.00	1491.74	497.26
Junior 16x7	1284.00	909.50	1819.00	1364.24	454.76
Junior 12x6	1194.00	845.00	845.00	633.75	211.25
	5298.00		6659.00	4994.23	<b>1664.77</b>

BSEN748 and BS8461:2012  
 60mm hot dipped galvanised steel frame  
 32mm zinc plated steel back supports  
 Durable powder coated finish  
 Supplied with: Upeg anchors and net ties  
 All zinc plated brackets complete with 260mm diameter Micro cellular polyethylene  
 non-puncture wheels

**Option 4**

Edwards Sports  
 Products -  
**Freestanding 60mm  
 Steel (requires  
 anchoring)**

	Unit Price (excl discount)	Unit Price (discounted)	Total Price	Total Grant	TSA Contribution
Senior 24x8		1351.27	2702.54	2026.9	675.64
Junior 21x7		1228.68	2457.36	1843.02	614.34
Junior 16x7		1103.02	2206.04	1654.52	551.52
Junior 12x6		1085.31	1085.31	813.98	271.33
			8451.25	6338.42	<b>2112.83</b>

Frame 60mm x 3mm heavyweight steel  
 Steel frame and back bars  
 Net supports manufactured from 32mm galvanised steel  
 3mm thick fully welded corner joints  
 Hot dipped galvanised and powder coated  
 Rust resistant zinc or stainless steel plated fixings  
 EasyLever wheels  
 Full size conforms to EN748 and junior and smaller to EN 16579

**From:** Mobile Library Service  
**Sent:** 13 May 2020 12:02  
**To:** Office <[office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)>  
**Subject:** Parish Friend of the Mobile Library Scheme

Dear Mr Foreman,

Hope this email finds you well.

The Mobile Library has started a new scheme for parish clerks to sign their respective parishes up to become a 'Parish Friend of the Mobile Library' – ultimately the parish will be entered into a league table with the other parishes which join. Parishes will be recorded alongside their book issues and at the end of the year the parish with the highest amount of book issues will win the 'Parish Friends Cup' which they can keep for most of the following year. We hope that this will foster some friendly competition and help encourage parishioners to visit the Mobile Library and see what we have to offer. The parishioners need only to visit the Mobile Library and borrow/return books to us to help their parish win the Cup.

You will receive a newsletter to update you where you are in the table and some small pieces of news about any events/themes the Mobile Library is holding aboard – you are welcome to not sign up to this if you prefer. The newsletter will be three times a year. This will be sent through to your parish clerk email.

If this is something you would like to sign your parish up for please do let us know and we shall add you to the list.

Your current routes are: Dussindale: CEN114; Thorpe St Andrew: CEN518

Currently the fleet is grounded following the outbreak of coronavirus, but we hope to be up and running when safe to do so. We are aiming to start the league tables from next January, but would like parishes to sign up before then.

We hope you will sign your parishes up to become a 'Parish Friend of the Mobile Library' and we look forward to seeing where you land in the tables!

Many thanks and best wishes,

Rebecca

**Rebecca Bradshaw, Audience Development Coordinator - Mobile Library**  
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Norfolk County Council



<https://twitter.com/MobileNorfolk>