



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

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 21st September 2016.09.20

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 21st September 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 24th August 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 Request for Postal Box – Correspondence attached**
- 6 Parks and Estates Apprenticeship – Report attached**
- 7 Football - matchday car parking – Report 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

Tel: 01603 701048 Email: thomas.foreman@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

Thorpe St Andrew Town Council
Minutes of the Virtual Finance and Staff Committee Meeting
held on 24th August 2020 at 7.30pm

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

Apologies: Mr J Fisher

In attendance:
Dr T Foreman (Town Clerk)

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

Dr T Foreman declared an interest in item 8. The Committee unanimously agreed for the Town Clerk to remain to minute the decision but provide no advice or guidance.

3 **MINUTES**

The minutes of the meeting held 20th July 2020 were agreed and signed as a true record.

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

None

5 **UPDATE FROM CHAIR OF FINANCE AND STAFFING**

Miss S Lawn provided an update from the last few months related to the Committees work on Covid-19. Looking to the next few months, Miss S Lawn expressed her desire to see building safely reopen and recognised the work of Mr D Sayer (Parks and Estates Manager) in risk assessing the buildings throughout the covid-19 pandemic. Dr T Foreman explained that as part of his risk assessment, further equipment was being sourced to assist with the cleaning of the buildings including a fogging machine. Miss S Lawn explained that the buildings re-opening would be the next large step and proposed that, subject to the prevailing guidelines and hirers having completed adequate risk assessments, hires could begin from the middle to end of September. This proposal was seconded by Mr J Emsell and **AGREED**.

Furthermore, Miss S Lawn sought to recognise the work of staff during the pandemic, who worked longer hours in difficult circumstances for the community. It was proposed by Miss S Lawn and seconded by Mr I Mackie and unanimously **AGREED** that a recommendation be made to the Town Council for a small one-off token of appreciation be made to the staff.

6 CONFIRMATION OF APPOINTMENTS (PARKS AND ESTATES/ADMINISTRATIVE AND COMMUNICATION OFFICERS)

Dr T Foreman explained that during his annual leave, the interviews had taken place with panels of both officers and Councillors making the decisions. Miss S Lawn stated that there was a high calibre of candidates for both posts and they were very pleased with the appointments which had been made. Dr T Foreman said that that it was hoped Councillors and officers would have an opportunity to meet in the coming weeks.

7 TO CONSIDER A MOTION TO EXCLUDE PRESS AND PUBLIC FROM THE MEETING UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO DISCLOSURE OF PERSONAL DETAILS

It was proposed by Miss S Lawn and seconded by Mr J Ward to close the meeting to press and public due to the disclosure of personal details.

8 REQUEST FOR COMPRESSED HOURS

The Committee considered a request from the Town Clerk to compress his 37 hours from Monday to Thursday, opposed to the current five-day week. The reason for this request was to undertake a master's degree in law. Mr F Bowe gave an overview of his experiences when studying for his MBA and explained that it worked very well and supported the idea. Mr I Mackie provided details of his time undertaking similar studies and believed it would be beneficial to both the individual and Council in granting this request. It was proposed by Mr J Emsell, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to approve the request.

Future agenda items – Parks and Estates Apprentice

The meeting closed at 8.25pm.

Signed:

Dated:

Correspondence

Good morning Thomas, how are you?

I was just wondering if you had a chance to mention my request to the Council, for my own post box to facilitate the delivery of mail to my business address at Thorpe Island Boats.

I previously mentioned that I have an issue with my mail being accessible. Now that two small parcels have mysteriously disappeared (tracking shows delivered) I'm rather reluctant to have anything delivered now.

I don't need anything big or fancy, just a secure box that only I have access to. The box could be positioned on the same post.

Best regards,

Thorpe Island Boats

FINANCE & STAFF: 21ST SEPTEMBER 2020

PARKS & ESTATES STAFFING AND APPRENTICESHIPS

Agenda Item: 6

Reason for this Report

Request to consider an apprenticeship appointment within the Parks & Estates team.

Background

Following a request to provide 'work experience' in 2015 from a Thorpe School student (GW), the council enrolled the former student as an apprentice within the Parks & Estates team in autumn 2016. Registration with Easton & Otley College was arranged with enrolment onto a tailored NVQ Level 2 in Work Based Horticulture. GW handed in his notice to leave the council in February 2020.

The apprenticeship scheme is 100% work-based learning and supported with workplace provision of one-to-one mentoring, peer support and on-the-job training. Pastoral and academic support was provided by the college with on-line studying, assessments and workplace task assessments. The NVQ syllabus requires work-based tasks to conform to individual units within the qualification requiring dedicated additional staff time and resources.

The pastoral support, assessment process, and content offered by the college was found to be generally weak and supported by two Ofsted ratings of the college as 'inadequate'. In January 2020 the college was de-merged from Otley and taken over by City College-Norwich.

Result

There is uncertainty of there being any immediate improvements in the delivery of horticultural NVQ's being offered by City College or with the pastoral and academic support on offer.

Enrolment of an apprentice at this current time would not be practicable due to the present commitments to new team personnel and staff time and resources required for one-to-one mentoring and on-the-job training.

Advice

The Parks & Estates have recently employed one new employee and the induction and familiarisation of the role and area will be needed for the next 3-4 months. Apprentices take considerably longer, due to the training needs and inexperience (12-18 months). It is therefore advised to await changes to the provider to improve the course, by which time it is anticipated the Council could facilitate an apprentice.

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.

FOOTBALL - MATCHDAY CAR PARKING PROPOSAL

The following is a quote for the separation of cars from the sports field by the installation of a temporary knee-rail separating the designated training area and sports field.

This would be a temporary (covid secure) addition to alleviate some of the pressure on the site's car parks and surrounding roads during weekend matches and be available to 'home' team vehicles only.

It would reduce pinch points on the car parks when team players and spectators arrive and leave the site.

QUOTATION

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 clear, level and peg all fence lines before fence work is to start.

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 excavated by mechanical auger, assuming 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 timber sawn softwood, pressure treated brown. Any further treatment required by other. This is our interpretation of your requirements which may not exactly match the specifications given.

Knee Rail

91.8 metres: Supply and erect 450mm high timber knee rail fencing on 100x100mm birds-mouth top timber posts, soiled in ground with hole excavations at 1.8m centres max, with 1no 1800x75x75mm timber rail nailed to post birds-mouth.

For the Sum of £ 1,774.10 + vat

