



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 15th February 2021.

9/2/21

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 15th February 2021 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 16 November 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 Finance**
 - (i) Variance Report**
 - (ii) Receipts and Payments**
- 6 Roxley Hall use for SEND Families – Report attached**
- 7 Update on Workshop and Service Yard – Report to follow**
- 8 Wheelchair Swing – Verbal report**
- 9 Community Support update – Report attached**
- 10 Staffing Update – Verbal report**

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

Minutes of Virtual Finance and Staffing Committee Meeting held on 16th November 2020

1. **PRESENT:**

Miss S Lawn (Chairman)

Mr F. Bowe

Mr J. Emsell

Mr I Mackie

Mr J. Ward

Mr J. Fisher

Mr S. Snelling

IN ATTENDANCE: Dr T Foreman (Town Clerk), Mrs J Fenn (RFO)

APOLOGIES FOR ABSENCE

Mr L. Reeves

2. **Declarations of Interest**

Mr S Snelling as a member and officer of the Royal British Legion (Thorpe Branch)

3. **Minutes of Meeting held on 19th October 2020**

Minutes of the meeting held on 19th October 2020 were approved and signed as a true record.

4. **Public Session – Limited to 3 minutes per speaker**

None

5. **Budget 2021/22**

The Committee considered the details of the Budget 2021/22 presented by Mrs J Fenn. It was requested to consider the budget line by line, with members of the Committee considering matters relating to reserves, future capital projects, building maintenance, and event spends. There were questions related to the hire fees of community buildings and it was confirmed that there would be no increase for hire costs at Roxley Hall and the Town Hall to assist businesses following Covid-19. It was explained that some projects would continue to be delivered including the new workshop project and some elements of the parks plans.

There were also questions regarding staffing priorities and it was confirmed that the budget retained the currently vacant Parks and Estate Officer post which will be filled in the coming months, along with a new Parks and Estate apprentice post.

It was proposed by Miss S Lawn, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to recommend adoption of the draft budget for 2021/22 to the Town Council.

6. **Donation to the Royal British Legion**

Dr T Foreman gave a verbal report relating to the Royal British Legion. It was confirmed that the Town Council had budgeted £500 for the annual Remembrance Parade, but as this had not happened there was budget available as a donation to the Poppy Appeal. The Committee remarked at the difficulties for the Poppy Appeal given the Covid-19 restrictions. It was proposed by Miss S Lawn, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to donate £500 to the Royal British Legion Poppy Appeal.

With no other business the meeting closed at 21.00hrs

Date of next meeting to be confirmed

Chairman_____

Date_____

**THORPE ST ANDREW TOWN COUNCIL
VARIANCES - 01/04/20 - 31/1/21**

Receipts

| | |
|------------------------------------|-----------------------------------------------------------------------------------------------|
| Allotments | rent due October |
| Community Infrastructure levy | The Oaks Hjarvey Lane £9112 |
| Covid 19 | Grant £1000 |
| Events | no events due to Covid |
| Fitzmaurice Park - Town Hall | Reduced lets due to Covid closures |
| Grants | members grant - dog agility equipment £1500, little libraries £500 discretionary grant £17500 |
| Donations | donation for trees |
| Newsletter | |
| Precept | Received from BDC in April and September |
| River Green | |
| Roxley Hall | Covid closure no lettings |
| Sir George Morse Park and Pavilion | Reduced lets due to Covid closures |
| Street Furniture | |
| Town Hall - Office | Bank interest £87 bottle bank £207 |
| Verge cutting | Income received for the year |

Payments

| | |
|------------------------------------|--------------------------------------------------------------|
| Allotments | |
| Capital | see summary |
| Covid 19 | |
| Events | business open day event - signage and security - see summary |
| Fitzmaurice Park - Town Hall | Reduced cleaning charges |
| Grants | Goal posts £14653 |
| Donations | Poppy appeal, guide dogs, Rainbow trust |
| Legal fees | Subscription £500, £1166 River Green-Thorpe Island |
| Newslewttter | 1 issue |
| River Green | Reduced maint costs |
| Roxley Hall | |
| Salaries | new staff not employed until Sept |
| Sir George Morse Park and Pavilion | |
| Street lighting | |
| Town Hall - Office | Paid rates for the year £3393 and insurance £7896 |
| Website | upgrades £242 |

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

| Cost Centre | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|--------------------------------------|-------------------|-------------------|----------------|-------------------|-------------------|----------------|--------------------------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| Allotments | 5,225.00 | 5,930.55 | 706 | 4,475.00 | 3,116.80 | 1,358 | 2,064 |
| Broadland District Council Elections | | | | 4,000.00 | | 4,000 | 4,000 |
| Building Maintenance | | | | 29,000.00 | 17,864.33 | 11,136 | 11,136 |
| Business Sponsorship | 500.00 | 250.00 | -250 | 500.00 | 722.10 | -222 | -472 |
| Capital Spending | | | | 42,500.00 | 8,872.40 | 33,628 | 33,628 |
| Cemetery | | | | 2,730.00 | 2,377.73 | 352 | 352 |
| Community Infrastructure Levy | | 9,112.63 | 9,113 | | | | 9,113 |
| Contingency | | | | 5,550.00 | | 5,550 | 5,550 |
| Covid 19 | | 1,000.00 | 1,000 | | | | 1,000 |
| Dementia Cafe | | | | | | | |
| Events | 15,000.00 | 8.53 | -14,991 | 15,000.00 | 4,186.77 | 10,813 | -4,178 |
| Fitzmaurice Park - Town Hall | 19,500.00 | 11,523.75 | -7,976 | 26,575.00 | 17,084.08 | 9,491 | 1,515 |
| Grants | | 19,500.00 | 19,500 | | 14,653.70 | -14,654 | 4,846 |
| Leases | | | | 4,500.00 | 3,601.60 | 898 | 898 |
| Legal Fees | | | | 6,500.00 | 1,666.20 | 4,834 | 4,834 |
| Loan Repayment | | | | 28,191.00 | 26,226.56 | 1,964 | 1,964 |
| Newsletter | | | | 2,000.00 | 1,341.75 | 658 | 658 |
| Parks Project | | | | | | | |
| Precept | 507,660.00 | 507,660.00 | | | | | |
| River Green | 1,000.00 | 1,040.73 | 41 | 14,750.00 | 7,987.91 | 6,762 | 6,803 |
| Roxley Hall | 17,000.00 | 187.50 | -16,813 | 15,000.00 | 8,400.22 | 6,600 | -10,213 |
| S137 Payments and Donations | | 500.00 | 500 | 550.00 | 600.00 | -50 | 450 |
| Salaries | | | | 249,564.00 | 172,092.75 | 77,471 | 77,471 |
| Section 106 | | | | | | | |
| Sir George Morse Park and Pavilion | 9,000.00 | 6,733.66 | -2,266 | 57,250.00 | 45,093.46 | 12,157 | 9,890 |
| Street Furniture | | | | 1,500.00 | 1,513.00 | -13 | -13 |
| Street Lighting | | | | 32,000.00 | 23,483.39 | 8,517 | 8,517 |
| Town and Neighbourhood Plan | | | | 1,000.00 | 291.70 | 708 | 708 |
| Town Hall Office | 150.00 | 293.85 | 144 | 24,400.00 | 21,537.93 | 2,862 | 3,006 |
| Tree Management | | | | 9,000.00 | 2,949.61 | 6,050 | 6,050 |
| Verge Cutting | 16,000.00 | 17,005.97 | 1,006 | 12,500.00 | 3,702.46 | 8,798 | 9,804 |
| Website | | | | 1,000.00 | 242.50 | 758 | 758 |
| Youth Council | | | | 1,000.00 | | 1,000 | 1,000 |
| NET TOTAL | 591,035.00 | 580,747.17 | -10,288 | 591,035.00 | 389,608.95 | 201,426 | 191,138 |

| | | |
|-----------------------------------|-------------------|-------------------|
| Total for ALL Cost Centres | 580,747.17 | 389,608.95 |
| V.A.T. | 33,277.16 | 27,137.71 |
| GROSS TOTAL | 614,024.33 | 416,746.66 |

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

9 February 2021 (2020-2021)

Allotments

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|--------------------------|-----------------|-----------------|------------|-----------------|-----------------|--------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 94 | Dussindale maintenance | | | | 1,700.00 | 1,005.90 | 694 | 694 |
| 95 | Dussindale rent | | | | 400.00 | 399.93 | 0 | 0 |
| 96 | Dussindale water charges | | | | 375.00 | 598.10 | -223 | -223 |
| 97 | Hillside maintenance | | | | 1,500.00 | 240.00 | 1,260 | 1,260 |
| 98 | Hillside water charges | | | | 500.00 | 822.87 | -323 | -323 |
| 100 | Rent and deposit | 4,725.00 | 5,116.00 | 391 | | 50.00 | -50 | 341 |
| 168 | Water charges | 500.00 | 814.55 | 315 | | | | 315 |
| SUB TOTAL | | 5,225.00 | 5,930.55 | 706 | 4,475.00 | 3,116.80 | 1,358 | 2,064 |

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 |
| SUB TOTAL | | | | | 4,000.00 | | 4,000 | 4,000 |

Building Maintenance

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-----------------------|----------|--------|----------|------------------|------------------|---------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 209 | Town Hall | | | | 9,000.00 | 2,088.83 | 6,911 | 6,911 |
| 210 | Morse Pavilion | | | | 10,000.00 | 9,240.47 | 760 | 760 |
| 211 | Roxley Hall | | | | 5,000.00 | 496.00 | 4,504 | 4,504 |
| 236 | Cafe | | | | | 2,524.03 | -2,524 | -2,524 |
| 237 | River Green Buildings | | | | 5,000.00 | 3,515.00 | 1,485 | 1,485 |
| SUB TOTAL | | | | | 29,000.00 | 17,864.33 | 11,136 | 11,136 |

Business Sponsorship

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-----------------------|---------------|---------------|-------------|---------------|---------------|-------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 177 | Receipts and payments | 500.00 | 250.00 | -250 | 500.00 | 722.10 | -222 | -472 |
| SUB TOTAL | | 500.00 | 250.00 | -250 | 500.00 | 722.10 | -222 | -472 |

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 | | | | 7,500.00 | 7,654.10 | -154 | -154 |
| 92 | Street lights | | | | 9,000.00 | | 9,000 | 9,000 |
| 93 | Town Office | | | | 1,000.00 | 898.30 | 102 | 102 |
| 164 | Projects | | | | 20,000.00 | 320.00 | 19,680 | 19,680 |
| 165 | War Memorial | | | | | | | |

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

9 February 2021 (2020-2021)

| | | | | |
|------------------|-----------|----------|--------|---------------|
| SUB TOTAL | 42,500.00 | 8,872.40 | 33,628 | 33,628 |
|------------------|-----------|----------|--------|---------------|

Cemetery

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------|----------|--------|----------|-----------------|-----------------|------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 102 | Maintenance | | | | 2,230.00 | 2,230.00 | | |
| 103 | Water charges | | | | 500.00 | 147.73 | 352 | 352 |
| SUB TOTAL | | | | | 2,730.00 | 2,377.73 | 352 | 352 |

Community Infrastructure Levy

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------------------|----------|-----------------|--------------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 175 | CIL receipts and payments | | 9,112.63 | 9,113 | | | | 9,113 |
| SUB TOTAL | | | 9,112.63 | 9,113 | | | | 9,113 |

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 |
| SUB TOTAL | | | | | 5,550.00 | | 5,550 | 5,550 |

Covid 19

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------|----------|-----------------|--------------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 254 | Covid19 | | 1,000.00 | 1,000 | | | | 1,000 |
| SUB TOTAL | | | 1,000.00 | 1,000 | | | | 1,000 |

Dementia Cafe

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

Events

| Code | Title | Receipts | | | Payments | | | Net Position |
|------|----------------------------|----------|--------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 118 | Events one off purchase | | 8.53 | 9 | 1,000.00 | 602.82 | 397 | 406 |
| 200 | Event Business Sponsorship | | | | | | | |
| 243 | St Georges Day | 500.00 | | -500 | 2,000.00 | | 2,000 | 1,500 |

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

9 February 2021 (2020-2021)

| | | | | | | | |
|------------------------|------------------|-------------|----------------|------------------|-----------------|---------------|---------------|
| 244 Fireworks | 13,000.00 | | -13,000 | 9,000.00 | | 9,000 | -4,000 |
| 245 Remembrance parade | | | | 500.00 | | 500 | 500 |
| 246 Xmas Event | 1,500.00 | | -1,500 | 2,500.00 | 3,583.95 | -1,084 | -2,584 |
| SUB TOTAL | 15,000.00 | 8.53 | -14,991 | 15,000.00 | 4,186.77 | 10,813 | -4,178 |

Fitzmaurice Park - Town Hall

| Code Title | Receipts | | | Payments | | | Net Position |
|-------------------------------|------------------|------------------|---------------|------------------|------------------|--------------|----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 38 Cleaning | | | | 5,000.00 | 785.00 | 4,215 | 4,215 |
| 40 Cricket maintenance | | | | 3,000.00 | | 3,000 | 3,000 |
| 41 Electricity | | | | 6,000.00 | 4,830.65 | 1,169 | 1,169 |
| 42 Field maintenance contract | | | | 4,500.00 | 9,034.46 | -4,534 | -4,534 |
| 43 Sports Turf maintenance | | | | 1,500.00 | 326.67 | 1,173 | 1,173 |
| 45 Park maintenance | | | | 1,500.00 | 274.97 | 1,225 | 1,225 |
| 46 Play equipment maintenance | | | | 1,000.00 | 167.75 | 832 | 832 |
| 49 Telephone | | | | 375.00 | 280.60 | 94 | 94 |
| 50 Water rates | | | | 1,300.00 | 185.84 | 1,114 | 1,114 |
| 51 Wheeled/litter/dog bins | | | | 2,000.00 | 1,198.14 | 802 | 802 |
| 52 Cricket income | 2,000.00 | 250.00 | -1,750 | | | | -1,750 |
| 54 Lettings | 17,500.00 | 11,273.75 | -6,226 | | | | -6,226 |
| 55 Other income | | | | | | | |
| 212 Repaint Youth Shelter | | | | | | | |
| 238 tennis court | | | | 400.00 | | 400 | 400 |
| SUB TOTAL | 19,500.00 | 11,523.75 | -7,976 | 26,575.00 | 17,084.08 | 9,491 | 1,515 |

Grants

| Code Title | Receipts | | | Payments | | | Net Position |
|----------------------------------|----------|------------------|---------------|----------|------------------|----------------|----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 150 Grant income and expenditure | | 19,500.00 | 19,500 | | 14,653.70 | -14,654 | 4,846 |
| SUB TOTAL | | 19,500.00 | 19,500 | | 14,653.70 | -14,654 | 4,846 |

Leases

| Code Title | Receipts | | | Payments | | | Net Position |
|-------------------|----------|--------|----------|-----------------|-----------------|------------|----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 172 Vehicle lease | | | | 4,500.00 | 3,601.60 | 898 | 898 |
| SUB TOTAL | | | | 4,500.00 | 3,601.60 | 898 | 898 |

Legal Fees

| Code Title | Receipts | | | Payments | | | Net Position |
|-------------------|----------|--------|----------|-----------------|-----------------|--------------|----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 158 Legal charges | | | | 6,500.00 | 1,666.20 | 4,834 | 4,834 |
| SUB TOTAL | | | | 6,500.00 | 1,666.20 | 4,834 | 4,834 |

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

9 February 2021 (2020-2021)

Loan Repayment

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|--------------------|----------|--------|----------|------------------|------------------|--------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 182 | Roxley Hall Loan | | | | 20,686.00 | 20,685.54 | 0 | 0 |
| 193 | Town Hall loan | | | | 3,939.00 | 1,974.74 | 1,964 | 1,964 |
| 229 | River Green Lights | | | | 3,566.00 | 3,566.28 | 0 | 0 |
| SUB TOTAL | | | | | 28,191.00 | 26,226.56 | 1,964 | 1,964 |

Newsletter

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|------------|----------|--------|----------|-----------------|-----------------|------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 242 | Newsletter | | | | 2,000.00 | 1,341.75 | 658 | 658 |
| SUB TOTAL | | | | | 2,000.00 | 1,341.75 | 658 | 658 |

Parks Project

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

Precept

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------|-------------------|-------------------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 111 | Precept | 507,660.00 | 507,660.00 | | | | | |
| SUB TOTAL | | 507,660.00 | 507,660.00 | | | | | |

River Green

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------------------------|-----------------|-----------------|-----------|------------------|-----------------|--------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 30 | Staithe/picnic area maint | | | | 500.00 | 34.50 | 466 | 466 |
| 31 | Electricity | | | | 500.00 | 743.83 | -244 | -244 |
| 34 | River Green maintenance | | | | 4,000.00 | 817.88 | 3,182 | 3,182 |
| 35 | War Memorial maintenance | | | | | | | |
| 149 | Income | 1,000.00 | 1,040.73 | 41 | | | | 41 |
| 247 | Rates River Green toilets | | | | 2,250.00 | 1,472.05 | 778 | 778 |
| 248 | Electricity Toilets River Green | | | | 2,500.00 | 1,219.65 | 1,280 | 1,280 |
| 249 | Cleaning Toilets | | | | 5,000.00 | 3,700.00 | 1,300 | 1,300 |
| SUB TOTAL | | 1,000.00 | 1,040.73 | 41 | 14,750.00 | 7,987.91 | 6,762 | 6,803 |

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

9 February 2021 (2020-2021)

Roxley Hall

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------|------------------|---------------|----------------|------------------|-----------------|--------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 21 | Cleaning | | | | 6,000.00 | 1,290.00 | 4,710 | 4,710 |
| 22 | Electricity | | | | 1,500.00 | 538.93 | 961 | 961 |
| 23 | Gas | | | | 1,500.00 | 866.22 | 634 | 634 |
| 25 | Miscellaneous | | | | 1,000.00 | 445.25 | 555 | 555 |
| 26 | Rates | | | | 4,500.00 | 4,790.40 | -290 | -290 |
| 28 | Water | | | | 500.00 | 469.42 | 31 | 31 |
| 29 | Lettings | 17,000.00 | 187.50 | -16,813 | | | | -16,813 |
| SUB TOTAL | | 17,000.00 | 187.50 | -16,813 | 15,000.00 | 8,400.22 | 6,600 | -10,213 |

S137 Payments and Donations

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-----------------------------|----------|---------------|------------|---------------|---------------|------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 113 | S137 payments and donations | | 500.00 | 500 | 550.00 | 600.00 | -50 | 450 |
| SUB TOTAL | | | 500.00 | 500 | 550.00 | 600.00 | -50 | 450 |

Salaries

| Code | Title | Receipts | | | Payments | | | Net Position |
|------|----------------------------|----------|--------|----------|-----------|-----------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 125 | Fenn salary | | | | 7,542.00 | 6,683.75 | 858 | 858 |
| 126 | Fenn - pension employer | | | | 1,735.00 | 1,537.31 | 198 | 198 |
| 127 | Fenn - NIC employer | | | | | 26.46 | -26 | -26 |
| 131 | Sayer salary | | | | 29,636.00 | 24,850.70 | 4,785 | 4,785 |
| 132 | Sayer - pension employer | | | | 6,816.00 | 5,715.62 | 1,100 | 1,100 |
| 133 | Sayer - NIC employer | | | | 2,870.00 | 2,419.25 | 451 | 451 |
| 152 | Bass - salary | | | | 3,641.00 | 8,271.92 | -4,631 | -4,631 |
| 153 | Bass - NIC employer | | | | | 131.33 | -131 | -131 |
| 154 | Bass - pension employer | | | | 837.00 | 1,902.57 | -1,066 | -1,066 |
| 183 | Foreman salary | | | | 43,662.00 | 36,385.00 | 7,277 | 7,277 |
| 184 | Foreman employers nic | | | | 4,800.00 | 4,011.00 | 789 | 789 |
| 185 | Student loan | | | | | 205.00 | -205 | -205 |
| 186 | Foreman - pension employer | | | | 10,042.00 | 8,701.41 | 1,341 | 1,341 |
| 188 | Sick/hol cover | | | | | | | |
| 189 | Calver salary | | | | 22,021.00 | 18,305.96 | 3,715 | 3,715 |
| 190 | Calver pension employer | | | | 5,064.00 | 4,257.54 | 806 | 806 |
| 191 | Calver -employers nic | | | | 1,850.00 | 1,544.31 | 306 | 306 |
| 192 | Calver - student loan | | | | | | | |
| 202 | Mr G Watkins | | | | 17,364.00 | | 17,364 | 17,364 |
| 203 | Watkins - pension employer | | | | 3,993.00 | | 3,993 | 3,993 |
| 204 | Matthews - salary | | | | 2,590.00 | | 2,590 | 2,590 |
| 205 | Parr - salary | | | | 15,545.00 | 4,400.96 | 11,144 | 11,144 |
| 206 | Parr - employers NIC | | | | 950.00 | 214.90 | 735 | 735 |
| 207 | Parr employers pension | | | | 3,575.00 | 1,012.22 | 2,563 | 2,563 |
| 224 | Jones salary | | | | 17,364.00 | 14,623.34 | 2,741 | 2,741 |
| 225 | Jones pension employer | | | | 3,993.00 | 3,363.37 | 630 | 630 |
| 227 | Jones nic employer | | | | 1,200.00 | 1,007.86 | 192 | 192 |

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

9 February 2021 (2020-2021)

| | | | | | |
|------------------|--------------------------------|-------------------|-------------------|---------------|---------------|
| 230 | Watkins nic | | | | |
| 231 | Seaman salary | 17,364.00 | 2,000.00 | 15,364 | 15,364 |
| 232 | Seaman pension employer | 3,993.00 | | 3,993 | 3,993 |
| 233 | Seaman employers nic | 1,200.00 | 174.98 | 1,025 | 1,025 |
| 234 | balance | | | | |
| 250 | Deputy Clerk Committees & Admi | 15,461.00 | | 15,461 | 15,461 |
| 251 | DCC&A pension | 3,556.00 | | 3,556 | 3,556 |
| 252 | DCC&A employers nic | 900.00 | | 900 | 900 |
| 253 | Termination payment | | | | |
| 255 | McCarthy Salary | | 5,352.23 | -5,352 | -5,352 |
| 256 | Wedge-Clarke Salary | | 3,646.47 | -3,646 | -3,646 |
| 257 | Flack salary | | 7,235.00 | -7,235 | -7,235 |
| 258 | Wedge-Clarke pension employer | | 1,030.60 | -1,031 | -1,031 |
| 259 | McCarthy pension employer | | 1,030.60 | -1,031 | -1,031 |
| 260 | Flack pension employer | | 1,331.24 | -1,331 | -1,331 |
| 261 | McCarthy employers nic | | 113.25 | -113 | -113 |
| 262 | Wedge-Clarke employers nic | | 113.25 | -113 | -113 |
| 263 | Flack employer nic | | 493.35 | -493 | -493 |
| SUB TOTAL | | 249,564.00 | 172,092.75 | 77,471 | 77,471 |

Section 106

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

Sir George Morse Park and Pavi

| Code | Title | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|------|---------------------------------|----------|----------|----------|----------|-----------|----------|--------------------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| 57 | Cleaning and cleaning materials | | 9,500.00 | | | 9,215.54 | 284 | 284 |
| 60 | Electricity | | 2,200.00 | | | 1,626.32 | 574 | 574 |
| 61 | Equipment hire | | 400.00 | | | 690.00 | -290 | -290 |
| 62 | Field maintenance contract | | 6,500.00 | | | 13,058.00 | -6,558 | -6,558 |
| 64 | Fuel | | 2,500.00 | | | 1,077.98 | 1,422 | 1,422 |
| 65 | Grounds machinery maint | | 4,000.00 | | | 564.61 | 3,435 | 3,435 |
| 68 | Materials fixtures & fittings | | 1,000.00 | | | 184.18 | 816 | 816 |
| 70 | Mileage | | | | | | | |
| 71 | Miscellaneous | | 500.00 | | | | 500 | 500 |
| 72 | Morse - gas | | 1,500.00 | | | 1,968.70 | -469 | -469 |
| 73 | Park maintenance | | 550.00 | | | | 550 | 550 |
| 74 | Play equipment maintenance | | 1,000.00 | | | 1,439.06 | -439 | -439 |
| 75 | St Will Loke - shrub bed | | 100.00 | | | 7.30 | 93 | 93 |
| 76 | Sanitary disposal | | | | | | | |
| 77 | Sports turf maintenance | | 8,400.00 | | | 1,575.00 | 6,825 | 6,825 |
| 78 | Telephone | | 2,000.00 | | | 1,357.17 | 643 | 643 |
| 79 | Tools - equipment | | 300.00 | | | | 300 | 300 |
| 80 | Training | | 3,500.00 | | | | 3,500 | 3,500 |
| 84 | Water rates | | 900.00 | | | 219.81 | 680 | 680 |
| 85 | Wheeled/litter/dog bins | | 2,000.00 | | | 1,288.42 | 712 | 712 |

Thorpe St Andrew Town Council
Summary of Receipts and Payments

9 February 2021 (2020-2021)

All Cost Centres and Codes

| | | | | | | | |
|----------------------------|-----------------|-----------------|---------------|------------------|------------------|---------------|--------------|
| 88 Football income | 9,000.00 | 2,565.42 | -6,435 | | | | -6,435 |
| 89 Other income | | 2,887.50 | 2,888 | | | | 2,888 |
| 160 Soccer marking | | | | 4,500.00 | 2,507.13 | 1,993 | 1,993 |
| 174 Rates | | | | 2,500.00 | 2,470.05 | 30 | 30 |
| 176 Feed in Tariff | | 1,280.74 | 1,281 | | 1,280.74 | -1,281 | |
| 181 Cleaning Tennis Courts | | | | 500.00 | 590.00 | -90 | -90 |
| 213 Health and Safety | | | | 1,900.00 | 3,046.95 | -1,147 | -1,147 |
| 214 Vehicle Maintenance | | | | 1,000.00 | 926.50 | 74 | 74 |
| SUB TOTAL | 9,000.00 | 6,733.66 | -2,266 | 57,250.00 | 45,093.46 | 12,157 | 9,890 |

Street Furniture

| Code | Title | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|------------------|-------------------------|----------|--------|----------|-----------------|-----------------|------------|--------------------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| 104 | Cleaning bus shelters | | | | 1,500.00 | 435.00 | 1,065 | 1,065 |
| 105 | Repairs and maintenance | | | | | 173.00 | -173 | -173 |
| 156 | Bus shelters | | | | | 905.00 | -905 | -905 |
| SUB TOTAL | | | | | 1,500.00 | 1,513.00 | -13 | -13 |

Street Lighting

| Code | Title | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|------------------|----------------------|----------|--------|----------|------------------|------------------|--------------|--------------------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| 106 | Energy charge | | | | 25,000.00 | 17,603.39 | 7,397 | 7,397 |
| 107 | Maintenance contract | | | | 7,000.00 | 4,400.00 | 2,600 | 2,600 |
| 108 | Repairs | | | | | 1,480.00 | -1,480 | -1,480 |
| SUB TOTAL | | | | | 32,000.00 | 23,483.39 | 8,517 | 8,517 |

Town and Neighbourhood Plan

| Code | Title | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|------------------|-------------------------|----------|--------|----------|-----------------|---------------|------------|--------------------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| 169 | Town/neighbourhood plan | | | | 1,000.00 | 291.70 | 708 | 708 |
| SUB TOTAL | | | | | 1,000.00 | 291.70 | 708 | 708 |

Town Hall Office

| Code | Title | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|------|----------------------|----------|--------|----------|----------|----------|----------|--------------------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| 1 | Audit | | | | 1,800.00 | 1,504.00 | 296 | 296 |
| 2 | Bank charges | | | | 300.00 | 92.35 | 208 | 208 |
| 3 | Mayor's expenses | | | | 300.00 | 79.59 | 220 | 220 |
| 4 | Computer/Photocopier | | | | 750.00 | 1,447.53 | -698 | -698 |
| 5 | Insurance | | | | 8,500.00 | 7,896.08 | 604 | 604 |
| 6 | Mileage | | | | | | | |
| 7 | Miscellaneous | | | | 300.00 | 606.82 | -307 | -307 |
| 8 | Office equipment | | | | 150.00 | 762.46 | -612 | -612 |
| 10 | Telephone | | | | 800.00 | 597.17 | 203 | 203 |

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

9 February 2021 (2020-2021)

| | | | | | | | |
|-------------------------------|---------------|---------------|------------|------------------|------------------|--------------|--------------|
| 11 Postage | | | | 900.00 | 594.00 | 306 | 306 |
| 12 Stationery | | | | 1,500.00 | 430.36 | 1,070 | 1,070 |
| 13 Subscriptions | | | | 1,000.00 | 1,423.53 | -424 | -424 |
| 14 Training and H & S | | | | 1,000.00 | 258.19 | 742 | 742 |
| 15 Bank interest | 150.00 | 86.82 | -63 | | | | -63 |
| 17 Insurance claims | | | | | | | |
| 143 VAT refund | | | | | | | |
| 187 Bottle bank | | 207.03 | 207 | | 27.00 | -27 | 180 |
| 216 Photocopy charges | | | | 1,200.00 | 384.45 | 816 | 816 |
| 235 Rates | | | | 3,500.00 | 3,393.20 | 107 | 107 |
| 239 Human Resources H&S Cover | | | | 2,400.00 | 2,041.20 | 359 | 359 |
| SUB TOTAL | 150.00 | 293.85 | 144 | 24,400.00 | 21,537.93 | 2,862 | 3,006 |

Tree Management

| Code Title | Receipts | | | Payments | | | Net Position |
|----------------------|----------|--------|----------|-----------------|-----------------|--------------|----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 101 Tree expenditure | | | | 9,000.00 | 2,949.61 | 6,050 | 6,050 |
| SUB TOTAL | | | | 9,000.00 | 2,949.61 | 6,050 | 6,050 |

Verge Cutting

| Code Title | Receipts | | | Payments | | | Net Position |
|----------------------------------|------------------|------------------|--------------|------------------|-----------------|--------------|----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 110 Fuel & machinery maintenance | | | | 2,500.00 | 1,369.14 | 1,131 | 1,131 |
| 228 Verge cutting | 16,000.00 | 17,005.97 | 1,006 | | 723.32 | -723 | 283 |
| 240 Hire of equipment | | | | 10,000.00 | 1,610.00 | 8,390 | 8,390 |
| SUB TOTAL | 16,000.00 | 17,005.97 | 1,006 | 12,500.00 | 3,702.46 | 8,798 | 9,804 |

Website

| Code Title | Receipts | | | Payments | | | Net Position |
|-------------------|----------|--------|----------|-----------------|---------------|------------|----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 116 Website costs | | | | 1,000.00 | 242.50 | 758 | 758 |
| SUB TOTAL | | | | 1,000.00 | 242.50 | 758 | 758 |

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 |
| SUB TOTAL | | | | 1,000.00 | | 1,000 | 1,000 |

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

9 February 2021 (2020-2021)

Summary

| | | | | | | | |
|-------------|------------|------------|---------|------------|------------|---------|---------|
| NET TOTAL | 591,035.00 | 580,747.17 | -10,288 | 591,035.00 | 389,608.95 | 201,426 | 191,138 |
| V.A.T. | | 33,277.16 | | | 27,137.71 | | |
| GROSS TOTAL | | 614,024.33 | | | 416,746.66 | | |

Thorpe St Andrew Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 09-02-2021)

Cost Centre Capital Spending**Code Number 91 Buildings & amenity areas**

| Vchr. | Date | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|---------------------------------------------------------|------------|--------|--------------------|-----------|------------------|-----------------------|----------|------------------|------------------|------------------|
| 731 | 24/11/2020 | | Bank 1 Current Acc | online | Container | Cleveland Containers | S | 4,290.00 | 858.00 | 5,148.00 |
| 732 | 24/11/2020 | | Bank 1 Current Acc | online | Grit bins | Collier Turf Care Ltd | S | 1,550.00 | 310.00 | 1,860.00 |
| 734 | 24/11/2020 | | Bank 1 Current Acc | online | Knee rail | G & G Fencing | S | 1,774.10 | 354.82 | 2,128.92 |
| 767 | 07/12/2020 | | Bank 1 Current Acc | online | Container | Cleveland Containers | S | 1,430.00 | 286.00 | 1,716.00 |
| 837 | 15/12/2020 | | Bank 1 Current Acc | online | Credit note | Cleveland Containers | S | -1,430.00 | -286.00 | -1,716.00 |
| 869 | 23/12/2020 | | Bank 1 Current Acc | online | Cafe maintenance | Clive Pilgrim | E | 40.00 | 0.00 | 40.00 |
| Subtotal for Code: Buildings & amenity areas | | | | | | | | £7,654.10 | £1,522.82 | £9,176.92 |

Code Number 93 Town Office

| Vchr. | Date | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|---------------------------------------|------------|--------|--------------------|-----------|-------------|----------|----------|----------------|----------------|------------------|
| 541 | 11/10/2020 | | Bank 1 Current Acc | online | laptops | PC World | S | 898.30 | 179.66 | 1,077.96 |
| Subtotal for Code: Town Office | | | | | | | | £898.30 | £179.66 | £1,077.96 |

Code Number 164 Projects

| Vchr. | Date | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|---------------------------------------------------|------------|--------|--------------------|-----------|-------------|--------------------|----------|-----------------|-----------------|------------------|
| 248 | 24/06/2020 | | Bank 1 Current Acc | online | De fib pads | St Johns Ambulance | S | 320.00 | 64.00 | 384.00 |
| Subtotal for Code: Projects | | | | | | | | £320.00 | £64.00 | £384.00 |
| Subtotal for Cost Centre: Capital Spending | | | | | | | | 8,872.40 | 1,766.48 | 10,638.88 |

TOTALS £8,872.40 £1,766.48 £10,638.88

Thorpe St Andrew Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 09-02-2021)

Cost Centre Events**Code Number 118 Events one off purchase**

| Vchr. | Date | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|------------------------------------------------------|------------|--------|--------------------|-----------|--------------------|-----------------------|----------|----------------|---------------|----------------|
| 417 | 26/08/2020 | | Bank 1 Current Acc | online | Signage | G Sign | S | 38.00 | 7.60 | 45.60 |
| 423 | 26/08/2020 | | Bank 1 Current Acc | online | Security for event | Discreet Security Ltd | S | 128.00 | 25.60 | 153.60 |
| 438 | 10/09/2020 | | Bank 1 Current Acc | online | Goods | Builders Equipment | S | 209.76 | 41.95 | 251.71 |
| 703 | 11/11/2020 | | Bank 1 Current Acc | online | Leaflets | Colour Print | E | 227.06 | 0.00 | 227.06 |
| Subtotal for Code: Events one off purchase | | | | | | | | £602.82 | £75.15 | £677.97 |

Code Number 246 Xmas Event

| Vchr. | Date | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|--------------------------------------------|------------|--------|--------------------|-----------|----------------------------------|---------------|----------|------------------|----------------|------------------|
| 738 | 24/11/2020 | | Bank 1 Current Acc | online | Xmas sign in form trail maps etc | Norfolk Geeks | E | 450.00 | 0.00 | 450.00 |
| 847 | 16/12/2020 | | Bank 1 Current Acc | online | Xmas lights install/remove | Cozens UK Ltd | S | 3,070.00 | 614.00 | 3,684.00 |
| 865 | 23/12/2020 | | Bank 1 Current Acc | online | competition prizes | Mr T Foreman | S | 0.00 | 0.00 | 0.00 |
| 866 | 23/12/2020 | | Bank 1 Current Acc | online | competition prizes | Mr T Foreman | E | 63.95 | 0.00 | 63.95 |
| Subtotal for Code: Xmas Event | | | | | | | | £3,583.95 | £614.00 | £4,197.95 |
| Subtotal for Cost Centre: Events | | | | | | | | 4,186.77 | 689.15 | 4,875.92 |

TOTALS £4,186.77 £689.15 £4,875.92

FINANCE AND STAFFING COMMITTEE : 15TH FEBRUARY 2021

ROXLEY HALL USE FOR SEND FAMILIES

Agenda Item: 6

Reason for this Report

This report has been prepared to consider options for SEND families to use Roxley Hall.

Background

In April 2020, the Town Council offered use of its tree plantation on Laundry Lane to support SEND families experiencing greater challenges during the Coronavirus lockdown. Initially, each Thursday hour-long bookings were available, before this was increased to Tuesdays and Thursdays with more than 30 families making repeat bookings. To support those most in need and because no greater maintenance was required, these sessions were offered free of charge.

Following the £10,000 donation from AVIVA for the Magic Table at Roxley Hall, we have trialled three hour-long sessions in the Hall on a Monday and Thursday. Sessions on a Wednesday are also available during half term. A total of 20 games are now available on the Magic Table, following the recent purchase of two games at a cost of £250 + VAT. We have been offered a deal at £71.00 per month to have all games “suitable to our audience” which is likely to be approx. 20 further games. However, as we have not seen these games and many appear to be variations on a theme, we cannot determine how beneficial they may be for SEND children or users of our dementia services.

Result

The Town Council has previously permitted use of the tree plantation at no cost, given there are no additional costs to the Council associated with its use.

The SEND sessions at Roxley Hall do have some additional costs in officer time and cleaning.

Additional costs may include the use costs for games each month. Some families do receive grants for use of services such as this.

Advice

The Finance and Staff Committee has been requested to consider this matter by the Town Council. It is a matter for the Committee as to whether a charge should be levied for use of the Magic Table at Roxley Hall. Alternately, the cost could be waived during the Covid-19 pandemic and the matter be reviewed once normal hiring of Roxley Hall commences.

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.

FINANCE AND STAFFING COMMITTEE : 15TH FEBRUARY 2021

COMMUNITY SUPPORT UPDATE

Agenda Item: 9

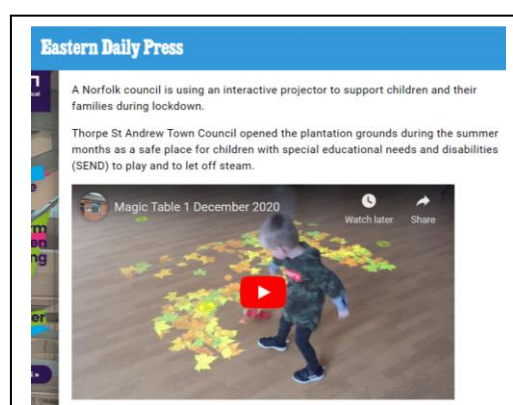
Reason for this Report

This report has been prepared to provide an update on current community support.

Update

Special Educational Need and Disabilities

Fiona Bass has been facilitating the use of the Magic Table in order to offer an indoor setting opportunity for local families with SEND children to take advantage of some support services. This has been widely publicised on our Facebook page and in the local media (EDP and ED online with links to video and photos.)



All families who were using the Tree Plantation were contacted and asked whether they would be interested in accessing this service during the colder months. There were a total of 30 families, 7 families have already taken up the offer with over 80% rebooking for a second time.

A press release led to an article in the Eastern Daily Press, which generated an additional 7 enquiries and we have already taken a booking from a new family.

The EDP post was shared on our Facebook page and reached a total of 551 people with 69 reactions/comments/shares. (44 likes, 15 loves, 5 comments, 7 shares)

The original story on the EDP Facebook page reached a total of 1400 people with 68 reactions/comments/shares. (40 likes, 12 loves, 5 comments, 12 shares)

“ We are so grateful, for both the "tree park" as my boys call it and the magic table. It has been a god send in these times to be able to take the children somewhere safe to burn off some energy! Thank you 😊”

The original video (posted on Youtube) received another 20 views

Dementia

Fiona Bass has been offering Dementia support throughout lockdown; initially with an outside café (run weekly) and subsequently with 2 couples in an informal meet inside. During recent months and the more severe lockdown, inside meetings have been postponed and the Community Officer has been offering outreach services, including weekly phone calls, regular emails, along with individual support.

Particular support has been targeted at 6 couples (a couple will include one carer and one cared-for) who require different types of support. Two individuals have recently been widowed and one carer has recently died.

There has been a request from one couple who have asked for our Community Officer to contact them once a month by phone for an update. A recent promotion has led to contact with two new couples who are signed up for the Café as and when it restarts.

A local family whose parents attended the Dementia Café have asked for donations instead of funeral flowers to go to the Café.

We have also been reaching out to other (known and unknown to us) dementia sufferers and their carers with a series of bespoke Facebook adverts. These have been focusing on a mixture of contact and support information as well as 'top tips' information.



Thorpe St Andrew Dementia Cafe
- supporting carers and the cared for.

During the current lockdown our face-to-face dementia cafes are temporarily postponed.

But if you need any advice, information or support please contact us by phone or email.

01603 701048
community@thorpestandrew-tc.gov.uk



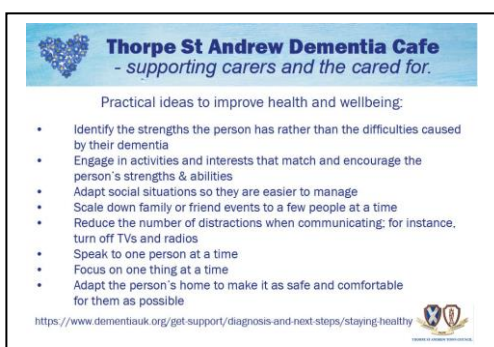


Thorpe St Andrew Dementia Cafe
- supporting carers and the cared for.

During the current lockdown our face-to-face dementia cafes are temporarily postponed.

Difficult to call us but need advice, information or support?
Please email us on community@thorpestandrew-tc.gov.uk






Thorpe St Andrew Dementia Cafe
- supporting carers and the cared for.

Practical ideas to improve health and wellbeing:

- Identify the strengths the person has rather than the difficulties caused by their dementia
- Engage in activities and interests that match and encourage the person's strengths & abilities
- Adapt social situations so they are easier to manage
- Scale down family or friend events to a few people at a time
- Reduce the number of distractions when communicating; for instance, turn off TVs and radios
- Speak to one person at a time
- Focus on one thing at a time
- Adapt the person's home to make it as safe and comfortable for them as possible

<https://www.dementiauk.org/get-support/diagnosis-and-next-steps/staying-healthy>





Thorpe St Andrew Dementia Cafe
- supporting carers and the cared for.

We haven't forgotten you!

During the current lockdown our face-to-face dementia cafes are temporarily postponed.

But if you need any advice, information or support please contact us by phone or email.

01603 701048
community@thorpestandrew-tc.gov.uk



These new Facebook posts are reaching between 50 and 100 people.

The Magic Table video (posted on Youtube) supporting Dementia residents received 32 views.

Resident Support

During the first Lockdown (March 2020) many residents contacted Thorpe St Andrew Town Council to ask for assistance. At the start of the second lockdown, everyone who has asked for help previously was contacted. Many had sorted shopping requirements, mastered online grocery deliveries, or had family, friends or neighbours sorting out essential shopping.

One Café volunteer is still delivering medication for St Williams Way surgery. Our Community Officer also delivers as and when requested. In addition, Fiona (having undertaken an arduous process of selection) is signed up to support the vaccine rollout at a local Surgery (Lionwood) as a volunteer through Voluntary Norfolk.

Business Support

Throughout the lockdown, Thorpe St Andrew Town Council staff have continued to publicise local businesses wherever possible, sharing posts from, for example, Thorpe Plant Centre, Lime Tree Nursery, Oaklands, etc. We also printed all the Made in Thorpe (MiT) businesses on the back of the Christmas leaflet and have uploaded 200+ businesses names, contact details, logos etc onto our website.

Advice

The Finance and Staff Committee is asked to note this report.

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 no financial implications arising from this report.