



THORPE ST ANDREW TOWN COUNCIL

**FINANCE AND STAFF COMMITTEE MEETING TO BE HELD ON:
MONDAY 20TH SEPTEMBER 2021
7.30PM AT ROXLEY HALL, YARMOUTH ROAD, THORPE ST ANDREW, NR7 0UL**

AGENDA

1. Attendance and Apologies for Absence
2. Declarations of Interest
3. Minutes of the Meeting 19th July 2021
4. Public session – limited to 3 minutes per speaker
5. Update on Town Clerk Recruitment – Verbal Report
6. Administration and Communication Staff Recruitment – Report to follow
7. Responsible Financial Officer – Verbal Report

Future agenda items (Not for discussion)

Date of next meeting TBC

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**MINUTES OF FINANCE AND STAFFING COMMITTEE
MEETING
HELD ON 19TH JULY 2021**

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Mrs J Fisher was elected Chairman of the Finance and Staff Committee
Mr L Reeves was elected Vice-Chairman of the Finance and Staff Committee

2. PRESENT:

Mrs J Fisher (Chairman)	Miss S Lawn
Mr F. Bowe	Mr L. Reeves
Mr J. Emsell	Mr J. Ward
Mr S. Snelling	Mr P Berry

IN ATTENDANCE: Mr T Foreman (Town Clerk), Mrs J Fenn, Mr N Shaw (virtually)

APOLOGIES FOR ABSENCE

Mr J. Fisher

3. DECLARATIONS OF INTEREST

Dr T Foreman and Mrs J Fenn declared an interest in staffing matters.

4. MINUTES OF MEETING HELD ON 29TH MARCH 2021

Minutes of the meeting held on 29th March 2021 were approved and signed as a true record.

5. PUBLIC SESSION – LIMITED TO 3 MINUTES PER SPEAKER

None

6. FINANCE

(i) BANK RECONCILIATION STATEMENT

Noted

(ii) PAYMENTS LIST

Noted

**(iii) SUMMARY OF RECEIPTS AND PAYMENTS AND VARIANCE REPORTS
FOR 1/4/21 TO 30/06/21**

Noted

7. UPDATE ON BUILDING HIRE

Dr T Foreman provided an update on the reopening of buildings. It was explained that although restrictions had eased, there would still be covid-19 requirements in place for users. The Committee welcomed the verbal report.

**8. MOTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
TO EXCLUDE THE PUBLIC AND PRESS FOR DISCUSSIONS REGARDING PERSONAL
AND COMMERCIAL MATTERS WHERE PUBLICITY MIGHT BE PREJUDICIAL TO THE
SPECIAL NATURE OF THE BUSINESS**

The motion was proposed by Mrs J Fisher, seconded by Mr F Bowe and it was **RESOLVED** to close the meeting to press and public.

9. STAFFING 2021/22

Mrs J Fisher provided an introduction to the report relating to staffing in 2021/22. Dr T Foreman confirmed that two members of staff were currently working a phased retirement and had made the decision to fully retire in October and December respectively. In addition, there was a resignation which had been planned during covid-19, but had been delayed until the restrictions had been relaxed. There were also two vacant posts which had been budgeted for in this financial year.

The proposal to commend the new staffing structure to full Council was proposed by Miss S Lawn, seconded by Mr J Ward and on a show of hands with all in favour
RESOLVED.

10. UPDATE ON LAND ACQUISITION

Dr T Foreman provided an update on land acquisition which was noted by the Committee.

With no other business the meeting closed at 21.00hrs

Chairman _____

Date _____