

## THORPE ST ANDREW TOWN COUNCIL

**FINANCE AND STAFF COMMITTEE MEETING TO BE HELD ON:  
28<sup>TH</sup> MARCH 2022  
7.30PM AT ROXLEY HALL, YARMOUTH ROAD, THORPE ST ANDREW, NR7 0QF**

### **AGENDA**

1. Attendance and Apologies for Absence.
2. Declarations of Interest.
3. Minutes of the Meeting held 22<sup>nd</sup> November 2021
4. Public session – limited to 3 minutes per speaker
5. Corporate Plan - Attached
6. Forward Plan - Attached
7. To consider a motion to exclude press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972 ss 100 and 102 due to the disclosure of personal and commercial information.
8. Staff Salaries Revision Report – confidential report attached
9. Play Equipment Tender Contractor Selection – confidential report attached

Future agenda items (Not for discussion)

Issued 23<sup>rd</sup> March 2022

**Town Clerk – Dr Thomas Foreman**

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## **Minutes of Finance and Staffing Committee Meeting held on 22<sup>nd</sup> November 2021**

**1. PRESENT:**

Mrs J Fisher (Chairman)  
Mr J. Fisher

Miss S Lawn  
Mr J. Emsell

Mr S Snelling  
Mr J. Ward

**IN ATTENDANCE:** Mrs R McCarthy (Deputy Clerk & RFO)

**APOLOGIES FOR ABSENCE:** Mr L Reeves, Mr N Shaw & Ms M Friend

**2. Declarations of Interest**

None

**3. Minutes of Meeting held on 25<sup>th</sup> October 2021**

Minutes of the meeting held on 25<sup>th</sup> October 2021 were approved and signed as a true record.

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

None

**5. Draft Budget 2022/23**

The committee considered the details of the Budget 2022/23 presented by Mrs R McCarthy. It was advised that the Sir George Morse Park receipts did not include the income from the Café and added in. The football income was increased to £10,000 with the decision taken to freeze the current fees but for the Deputy Clerk and Parks & Estates Supervisor to research charges at other sites. The budgeted income for the fireworks event was also increased, in line with the 2021 figures presented.

There was discussion of the salary priorities and it was suggested the Apprentice lines be removed with acknowledgement the employment of an apprentice remains an objective for the council. A salary contingency line was added to accommodate.

It was proposed by Mrs J Fisher, seconded by Mr J Ward and by a show of hands with all in favour **RESOLVED** to recommend adoption of the draft budget for 2022/23 to the Town Council.

**6. To consider a motion under the public bodies (admission to meetings) act 1960 to exclude the public and press for discussions regarding commercial and personnel matters where publicity might be prejudicial to the special nature of the business**

**7. Update on Locum Chief Executive Officer**

The two quotes obtained were presented anonymously and it was proposed by Mrs J Fisher, seconded by Miss S Lawn and by show of hands with all in favour **RESOLVED** to recommend to the Town Council that Quote 2 be accepted.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

# Corporate Plan

## Thorpe St Andrew Town Council

2021 - 2026



THORPE ST ANDREW TOWN COUNCIL

# WELCOME



The Corporate Plan for Thorpe St Andrew sets out our 5-year priorities from 2021 to 2026. This is not a static document and will be reviewed and adjusted annually to meet local expectations and reflect national changes.

The annual review will take place alongside budget planning, to ensure the resources required to deliver the plan are maintained and also ensure we are making good progress and getting value for money for local residents.

Coming out of the Covid-19 pandemic, the Town Council is keen to build on some of the changes we have made in the past year, including better utilisation of technology and organisation of more local smaller events during the year, as well as our larger events which may also look a little different.

It is an exciting time for Thorpe St Andrew, and we, as your Councillors look forward to delivering these priorities for the community. We are committed to maximising what we are able to get from our resources, but also be clever in how we can further generate income to invest in our community.

I commend this plan to you.

A handwritten signature in black ink, appearing to read 'Sue Lawn'. The signature is fluid and cursive.

Cllr Sue Lawn  
Town Mayor

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# Introduction

Thorpe St Andrew is a thriving town within the Broadland District Council administrative area. Since 1894, the community has been represented by a Parish Council, with town status being adopted in 2006.

The Town Council has 16 Councillors, who annually elect both a Town Mayor and Deputy

Mayor. As the first citizen of Thorpe St Andrew, the Town Mayor oversees the work of the Town Clerk, who is responsible for managing the team of officers and enacting the decisions of the Council. The Town Clerk is also principal advisor to the Council and makes recommendations to the Council on matters under consideration.

The civil parish boundary of Thorpe St Andrew runs north along - or just east of - Harvey Lane, then east along Plumstead Road, north along Woodside Road and then again eastwards to include Racecourse Plantation. It then runs south a little to the west of Thorpe End to meet the River Yare to the east of the former St. Andrew's Hospital. The southern boundary is the river itself.

The historic village is the linear settlement along Yarmouth Road, hemmed in between the river to the south and a steeply wooded slope to the north. The rest of the parish to the north was originally part of the then much more extensive, Mousehold Heath. Today the eastern part of this area, either side of Plumstead Road, remains as open space, though wooded rather than heathland. The rest has been developed for residential use since the Second World War, most recently at Dussindale.

The Conservation Area is confined to the historic settlement together with the wooded slopes immediately to the north.

The importance of the river to the setting of Thorpe St. Andrew cannot be overestimated. This is most obvious where road and river run close together, which forms the much of the Broads Authority executive area within the town.

# Community and Engagement

## AIMS AND PRIORITIES

Appoint a Mayor and Deputy Mayor to promote the civic pride of the town, as well as raising money for charity

Appoint a Member Champion to support Veterans and their families through our Armed Forces Covenant

Consider all planning applications within the town at our Planning and Environment Committee, and write to immediate neighbours impacted by planning applications

Act on the results of public consultations, taking into account the wider strategic priorities of the Council

Progress and further develop community sessions in Council buildings, focusing on the vulnerable and isolated members of the community, both young and older

Improve parks equipment and progress the Thorpe St Andrew Parks Project for younger people

Continue work to establish a Youth Council, working with Thorpe St Andrew High School Team 6 and the local Youth Club to ensure it is a young person led initiative

Engage with social housing providers to support residents and develop local community initiatives

Ensure events appeal to a wide range of ages within the community and increase the audience year-on-year

Provide information to local people about our work through our website, social media, and press releases

Continue to work closely with our local Safer Neighbourhood Team, and have a standing item on our Town Council agenda for the Police to attend

# Economy and Business

## AIMS AND PRIORITIES

Promote local businesses through our 'Made in Thorpe' scheme and seek opportunities to work with businesses to enhance our offering to the community

Promote the three start-up businesses based in Town Council premises and look for ways to support more small and medium enterprises in the town

Develop opportunities for greater income generation, including the creation of commercial storage units for local businesses

Identify areas of employment and protect these from development through our Neighbourhood Plan which is currently under development

Progress the Neighbourhood Plan policy to create a car park on Yarmouth Road, delivering much needed parking spaces for local businesses

Work with the Economic Growth team at Broadland District Council and Norfolk County Council to deliver advice and support to residents looking to start businesses

Use local providers where possible and include a clause in future tender documents to give weight to this commitment when awarding contracts

Assist with the post-Covid 19 recovery by promoting the 'shop local' scheme and promoting local business offers through our social media

Continue our successful 'Pop-Up Highstreet' events, enabling businesses to trade within the community

Continue awarding the 'Thorpe St Andrew Business Award' to those businesses who do outstanding work to support the local community and its residents

Include and promote business support and Made in Thorpe in our newsletters and promote District run regular in-person networking events

Engage with residents to outline our support for local businesses

6.

Use our resources as Community leaders to encourage both public and private bodies to adopt local weighting when awarding contracts



# Environment and Sustainability

## AIMS AND PRIORITIES

Progress the Neighbourhood Plan through to referendum and adoption in order to protect and enhance the town, as well as increase the Community Infrastructure Levy received

Maintain our single-use plastic free Council policy and seek further opportunities to reduce our environmental impact including the use of electric or low emission equipment and vehicles

Continue membership of 'refill' scheme to reduce single-use plastic bottles, and promote its use in the town

Increase tree planting in the town, particularly on highway verges and in our parks and open spaces

Create new wildflower areas and greater biodiversity on the highway where possible within the town

Continue the work to protect and enhance woodlands and open space

Work with developers to gain the best possible outcomes for the community, in terms of development, infrastructure, finance, and facilities.

Promote recycling within the town and increase the number of recycling bins in our parks and open spaces as well as continue to support campaigns such as Keep the Town Tidy and Take your Litter Home

Convert existing sodium streetlights to energy efficient LEDs, and follow best practice to reduce impact on wildlife including bats

Partner with local and national organisations, such as the tree warden network and Woodland Trust to preserve and improve the management of local public open space

# Environment and Sustainability

## AIMS AND PRIORITIES

Install electric charging points for vehicles in public parks as funding becomes available

Improve the natural street scene through looking at ways to prevent verge parking, including the use of bye-laws

Seek opportunities to protect and enhance the River Yare in Thorpe St Andrew and work with local partners to better manage the river and enhance the conservation area and River Green



# Resource and Governance

## AIMS AND PRIORITIES

Maintain checks and balances by appointing a separate Town Clerk and Responsible Financial Officer

actively adhere to our Standing Orders to ensure our meetings are legal, and our decision making is open, transparent, and accessible

Ensure we have sound corporate governance arrangements, with the Finance and Staffing Committee responding proactively to any matters raised by our auditors

Commit to a safe and respectful working environment, with the Finance and Staffing Committee taking responsibility for workplace conditions and remuneration

Continue existing asset management to ensure the Council retains the financial capacity to keep its buildings and facilities in the best possible condition

Manage all assets of the Council in line with best value principles

Continue to develop the responsible and proactive officer team, ensuring talent is recognised and staffing levels are sufficient to meet increasing demand

Continue to support young people by employing apprentices where possible

Argue for greater investment in local infrastructure to meet the organic growth of the community, as well as the increases related to local housing development

Ensure monthly financial and governance statements are considered by the Town Council in a timely fashion

Ensure invoices are paid swiftly, in particular to small and medium enterprises

Work to attract proactive Councillors, ensuring each ordinary Town Council election is contested by way of democratic vote



THORPE ST ANDREW TOWN COUNCIL

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March 2022

# FORWARD PLAN

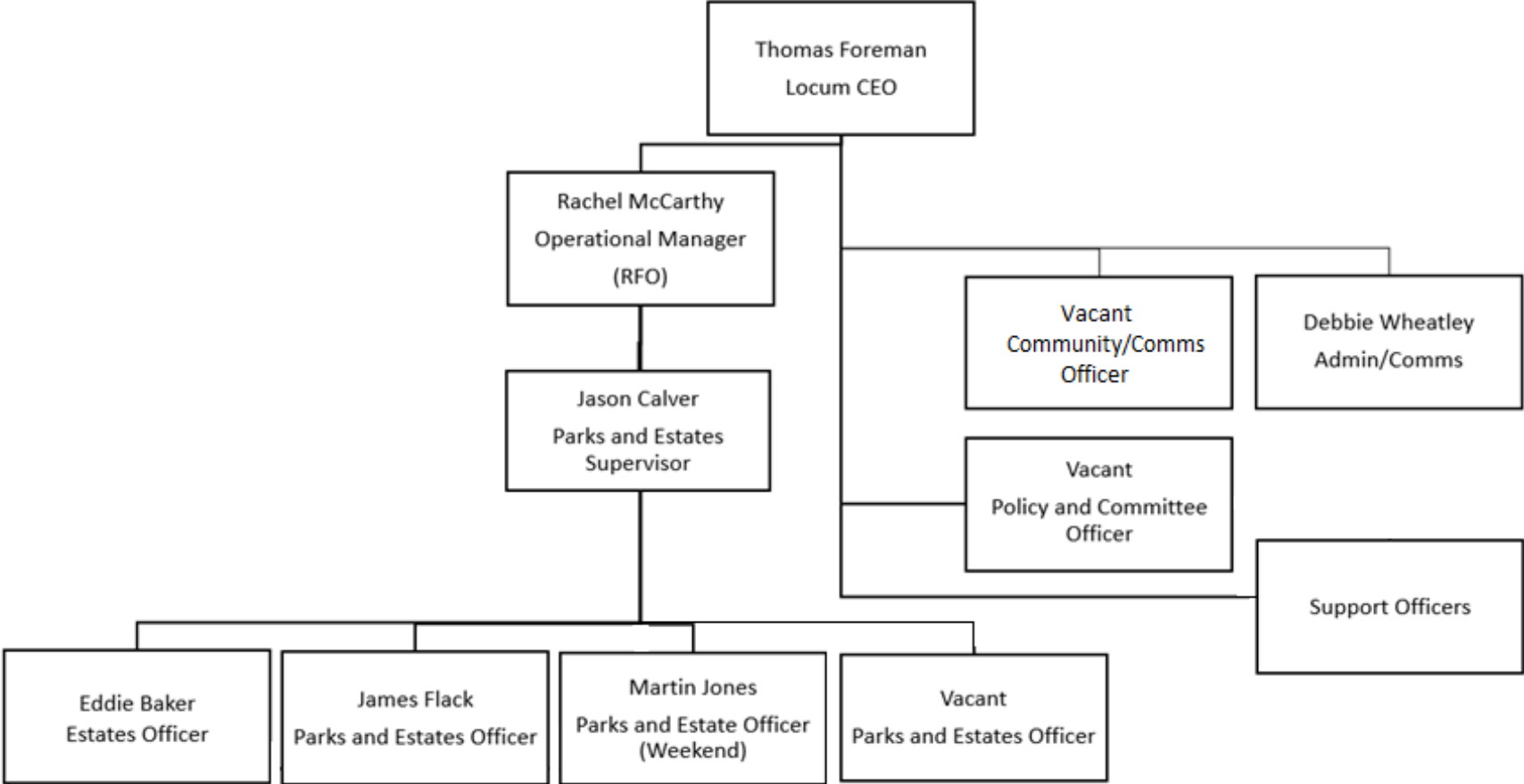
2022/23

Thomas Foreman

THORPE ST ANDREW TOWN COUNCIL

Proposed Staffing Structure 2022/23

Thorpe St Andrew Town Council



## Administration Department

The Administration team currently consists of a Locum CEO, Operational Manager/Responsible Finance Officer, and Administration and Communications Officer. There are three vacancies, with the Committee Officer, Administration and Communications Officer, and Community Officer posts.

The priority for the team in the next 12 months is to deliver on the projects prioritized by the Council, these are wide ranging but include the replacement workshop, Neighbourhood Plan, streetlighting replacement programme, riverside asset management, play area refresh, and a project of enforcement for litter and dog fouling on the parks.

A full catalogue of events will be offered, with reflects the need for a return to normality following the pandemic. This event programme includes the Queen's Platinum Jubilee celebration.

Technological solutions will be used to ease the administrative burden and push the Council towards greater automation and less paper processes.

Remote working, hybrid working, and greater flexibility will be provided to staff in line with the push for greater technological solutions and retaining some of the flexible working practices which were features of the pandemic.

Weekly administrative meetings will continue to ensure good communication across the team, with feed in from, and to, the Parks and Estates team.

Social media will be used to promote the Town Council's activities, with newsletters and the noticeboards being utilized to prevent digital disadvantage.

There will be an emphasis on training through the appraisal process, which in turn will link to, and support, the corporate priorities of the Council as defined by the Personal Performance and Development Review documents.

The Allotments will be jointly inspected by the Administration and Parks and Estates teams. This will give the Officers who write to the allotment holders greater insight into the issues, but also ensure there is greater organisational presence.

The Finance and Staffing Committee will receive quarterly budget reports, with full explanations of variances and projections. There will also be performance information provided on a quarterly basis which will detail the work of the Administration and Parks and Estates team.

There will be wider representation of officers attending Council meetings, which will ensure Councillors receive reports from officers within their area of responsibility and/or specialty.

Council meetings will once again have the support of a Committee Officer to write the minutes and facilitate any virtual attendance by officers.

A full refresh of the Town Councils policies will take place, with corporate branding reflecting a suite of documents which are uniform, up to date, and relevant. Where possible, a policy professional will assist with this process and be responsible for identifying any opportunities to update these policies to meet best practice.

## Parks and Estates Department

The Parks and Estates team currently consists of a Parks and Estates Supervisor, two Parks and Estates Officers (one of whom works weekends), and an Estates Officer. There is one Parks and Estates Officer vacancy, and the team is managed by the Operational Manager/Responsible Financial Officer.

Many of the projects which the Town Council has prioritized fall within the Parks and Estates sphere of responsibility. Therefore, the knowledge and experience of the Parks and Estates Supervisor will inform these plans as they progress, this includes the replacement workshop, play area refresh, enforcement for litter and dog fouling on the parks, and building works and maintenance.

The team will continue the fantastic support they provide to community events, which ensures they operate in a safe and well maintained environment.

The roll out of greater technological solutions will benefit the Parks and Estates team, with inspections, maintenance, and all other statutory record keeping requirements becoming paperless, where possible. Greater use of smart phones and laptops will also further improve communication between the administration and Parks and Estates departments.

Weekly Parks and Estates meetings will take place with the Operational Manager/Responsible Financial Officer which will ensure all required information is channeled to the weekly Administration meetings.

The emphasis on social media will also extend to the Parks and Estates team, with project updates, completed work and interesting activities shared with the Administration and Communications Officers to ensure these are publicized.

There will be an emphasis on training through the appraisal process, which in turn will link to, and support, the corporate priorities of the Council as defined by the Personal Performance and Development Review documents.

The emphasis on training will upskill the team to give individual officers at all levels the opportunity to develop specialties and expertise in areas of responsibility. This investment in officers will ensure we retain staff, but also ensure that we are seen as a progressive employer when attracting job applicants.

Performance data will be recorded which will enable the Council to ensure there is adequate provision within the team to meet the continuing needs of the community. This will also enable a comparator for when new ways of working are trialed.

Annual maintenance will continue, which includes tree maintenance and winter and summer management plans. These will include tree, hedgerow, and bulb planting, delivering the commitment by the Town Council to continue this project in the coming years.

'Detail Days' will be introduced, providing every member of the Parks and Estates team the opportunity to prioritise jobs they see whilst working throughout the town and may not have the time or equipment to resolve. For a minimum of two half days a month, individual officers will develop their own work plans to give them greater flexibility to make an impact in the community.