



THORPE ST ANDREW TOWN COUNCIL

**FINANCE AND STAFF COMMITTEE MEETING TO BE HELD ON:
20TH FEBRUARY 2023
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 17th October 2022
4. Public session – limited to 3 minutes per speaker
5. Appointment of Internal Auditor - Verbal Report
6. Review of Responsible Financial Officer Job Description - 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 Terms and Conditions – confidential report attached

Future agenda items (Not for discussion)

Issued 15th February 2023

Town Clerk – Dr Thomas Foreman

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Thorpe St Andrew Town Council
Minutes of the Finance & Staffing Committee meeting
held on 17 October 2022 at 7:30pm

1 PRESENT:

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

APOLOGIES: Mr P Berry & Ms M Friend

IN ATTENDANCE: Mrs R McCarthy (OM/RFO)

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 MINUTES OF THE MEETING HELD ON 25 JULY 2022

The minutes of the meeting held on 25 July 2022 were agreed, subject to removal of "Political purposes" in Item 10. RFO to clarify meaning with the CEO.

4 PUBLIC SESSION (LIMITED TO 3 MINS PER SPEAKER)

None

5 QUARTER 2 FINANCIAL REPORT

The RFO presented the financial report for the first 6 months of the 2022/23 tax year. It was requested that the next report shows the total figures with and without the play equipment investment. Mr J Fisher queried the cost of IT hosting which the RFO will discuss with the CEO. The Committee **NOTED** this report.

6 BUDGET 2023/24

The RFO presented a proposed Budget for the 2023/24, with an estimated tax base of 5166. Following discussion the salary figures for two new officers were revised to better reflect likely need, and a salary contingency introduced to support officer promotion where appropriate. The elections budget was also increased to allow for the programmed local government elections. It was proposed by Mrs J Fisher, seconded by Miss S Lawn and by show of hands with all in favour **RESOLVED** to present the final draft budget to the next Town Council meeting.

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 COMMERCIAL INFORMATION

No public present

8 FITZMAURICE PARK CRICKET PROPOSAL

The RFO presented the cost implications of the proposed counter proposal received from Norwich Bystanders Cricket Club, with comparisons to other significant hirers of Town Council buildings.

Following a lengthy discussion, it was proposed by Mr J Emsell, seconded by Miss S Lawn and by show of hands with all in favour **RESOLVED** to recommend to the Town Council that hall hire remain at the fixed at rate of £15.75 per hour, with the introduction of a surcharge payable in the event of unsanitary conditions or damage after use.

Future Agenda Items: -

The meeting closed at 9:15pm

Signed:

Dated:

THORPE ST ANDREW TOWN COUNCIL
OPERATIONAL MANAGER AND RESPONSIBLE FINANCIAL OFFICER
JOB DESCRIPTION

Main Duties and Responsibilities

1. To prepare financial reports and information for the Town Council.
2. To monitor and balance the councils accounts and prepare records for internal and external audit
3. Prepare vouchers and cheques and enter cheque list into computer. Send out cheques.
4. To submit quarterly VAT return.
5. To verify salary details and record details in accounts book for end of year returns. Submit HMRC returns on line.
6. To receive and sort money from the Parks and Estates Manager, Town Hall, Morse Pavilion and Roxley Hall. To issue invoices and receipts on a monthly basis and bank all money regularly.
7. To maintain a petty cash account together with a cash float.
8. To prepare risk assessments, financial regulations, pension policies and seek approval of the appointment of the internal auditor annually via the Town Council.
9. To annually review asset register, property and risks covered. Verify to insurance renewal details.
10. In the absence of the Chief Executive Officer (CEO) to carry out his duties.
11. To prepare, when necessary, in consultation with appropriate members, agendas, etc., for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval. To send relevant papers to County and District Councillors, police and the press.
12. To receive, when necessary, correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of the Council.
13. To supervise, in the absence of the CEO, any other members of staff in keeping with the policies of the Council. Liaise with Parks and Estates Manager and contractors.
14. To deal with enquiries from telephone callers and visitors in the absence of the CEO.

15. To keep allotment register up to date. Update waiting list. Send annual invoices, reminders and collect rent as required.
16. To help organise Town Mayor's Reception and any other special meetings.
17. To help organise the running of the office.
18. Undertake any such duties as may be required, commensurate with post.