



THORPE ST ANDREW TOWN COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Roxley Hall, Yarmouth Road, Thorpe St Andrew, NR7 0QF

Tel/Fax: (01603) 701048

email: office@thorpestandrew-tc.gov.uk

Issued: 14 June 2023

Notice of Finance & Staff Committee Meeting

Councillors of the Finance & Staffing Committee, you are hereby summoned to attend the meeting of the Finance & Staffing Committee to be held at the Roxley Hall on 19 June 2023 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman Clerk to the Council

AGENDA

- 1 Attendance Book and Apologies for Absence
- 2 Confirmation of Chairman
- 3 Election of Vice-Chairman
- 4 Declarations of interest in items on the agenda
- 5 To confirm the minutes of the meeting held 24 April 2023
- 6 Public participation – to consider a motion to suspend the meeting to allow the public to speak for a maximum of 3 minutes regarding items on the Agenda
- 7 Donations under s .137 Local Government Act 1972
- 8 “Made in Thorpe” Scheme re-development
- 9 Update on CEO recruitment

Further 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

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Website: www.thorpestandrew-tc.gov.uk

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**MINUTES OF FINANCE AND STAFFING COMMITTEE MEETING
HELD ON 24TH APRIL 2023**

1. PRESENT:

Mrs J Fisher (Chairman)

Mr F. Bowe

Mr J. Emsell

Mr S. Snelling

Mr L. Reeves

Mr J. Ward

Ms M Friend

Mr J. Fisher

Miss S Lawn

Mr P Berry

IN ATTENDANCE: Dr T Foreman (Locum Chief Executive Officer, Remote), Mrs R
McCarthy

APOLOGIES FOR ABSENCE

None

2. Declarations of Interest

Mr S Snelling declared a non-pecuniary interest in the Dementia Support Group accounts as the member champion for Dementia Support.

3. Minutes of Meeting held on 20th February 2023

Minutes of the meeting held on 20th February 2023 were approved and signed as a true record.

4. Public Session – Limited to 3 minutes per speaker

None

5 Finance

(i) Draft End of Financial Year Update

The Committee received the draft end of financial year update. The Committee welcomed the detail and recommended minor changes to the allocation of capital purchases and considered the reserves of the Council. The Committee expressed its appreciation to the Responsible Financial Officer and noted the draft underspend. It was confirmed that finalised information would be considered by the Annual Town Council meeting. The Committee **NOTED** the draft end of financial year update.

(ii) Dementia Support Group Accounts 2022/23

Mrs R McCarthy provided an introduction to the Dementia Support Accounts for 2022/23. The Committee welcomed the annual review of the accounts and expressed its appreciation to Mr S Snelling and the volunteers which attend the Dementia Support Group. It was proposed by Mrs J Fisher, seconded by Mr S Snelling and on a show of hands **RESOLVED** to approve the Dementia Support Accounts as presented.

6 Review of Scheme of Delegation

Dr T Foreman provided an overview of the Scheme of Delegation. It was explained that the document had not been changed since last approval by the Town Council, but given the upcoming election it was felt approving the document as presented would ensure decisions during the electoral period could be taken.

It was proposed by Mr F Bowe, seconded by Mr J Fisher and on a show of hands with all in favour **RESOLVED** to approve the Scheme of Delegation as presented.

With no other business the meeting closed at 8.15pm

Signed _____ Date _____



Thorpe St Andrew Town Council

Made in Thorpe supporter opportunities

office@thorpestandrew-tc.gov.uk



Thorpe St Andrew Town Council is looking for supporters to join its exciting re-launch of the **Made In Thorpe** initiative.

We have put together a series of supporter packages giving local businesses the opportunity to promote yourselves by using our reach of more than 10,000 residents.

Thorpe St Andrew Town Council is well known for its community events, both free and paid-for. From celebratory events such as the Jubilee and Coronation to our now-famous fireworks night, which takes place on 5th November every year without fail, they are at the heart of what we do within the community and are always eagerly anticipated by residents.

We have developed some exciting new opportunities for your company to support our events and the wider community through sponsorship.

There are four exciting packages available for your business: bronze, silver, gold or platinum event supporter, as well as some 'one-off' opportunities. The only requirement is that you must be 'Made in Thorpe' - which means you are either based here, live here or have verifiable roots in the town. Businesses must also meet our selection criteria.

Take a look at our packages to see what could work for your business. The bronze, silver and gold packages will last for one year, with payment made upfront before the sponsorship begins (prices do not include VAT).

The Platinum event sponsor package would apply to a single upcoming event, as the principal event supporter. Other businesses in other sponsorship packages may still advertise at the event.

Thorpe St Andrew Town Council reserves the right to withdraw sponsorship without refund and without notice and packages may be subject to change. Packages are subject to availability.

This is your opportunity to get your business known to all our residents in Thorpe St Andrew.

If you would like to join our Made in Thorpe supporter scheme, please email us on office@thorpestandrew-tc.gov.uk to discuss how we can work together for the benefit of Thorpe St Andrew.



Thorpe St Andrew Town Council

Made In Thorpe Supporter Packages



Sponsor benefits	Bronze	Silver	Gold
Featured on Thorpe St Andrew website	●	●	●
Link to your website/SM on our website	●	●	●
Link to your website/SM on our social media pages	●	●	●
Your banner at all our events for the year	●	●	●
Your logo in our newsletter	●	●	●
Your logo on park litter bins (3)		●	
Your logo on a hanging basket in town			●
A promotional stall/gazebo at our events		●	●
Sponsorship of a stage/band or fireworks			●
Your logo on our promotional material			●
Photo/acknowledgement in our newsletter			●
Your logo on all town signs for a year			●
Free entry for you and 3 guests at our paid-for events			●
	£150 per year + VAT	£400 per year + VAT	£1,000 per year + VAT

One-off annual packages

Your logo on all officer uniforms for a year	£.x.xx per year + VAT
Your logo on a hanging basket in town	£.x.xx per year + VAT
Purchase and sponsor a new litter bin	£.x.xx per year + VAT



Thorpe St Andrew Town Council Platinum event supporter package



This package relates to principal event sponsorship.
Taking our annual fireworks display on 5th November as an example.

Sponsor benefits	Platinum
Principal event sponsorship	●
Free entry for you and three guests	●
A promotional stall/gazebo at the event	●
Photos/acknowledgement in all promotional material	●
Photos/acknowledgement in our newsletter	●
Your banner displayed prominently at the event	●
Two PA announcements thanking event supporter	●
Link to your website/SM on our website	●
Link to your website/SM on our social media pages	●
Your logo on all event promotional material	●
Your photo in our event photo gallery	●
If applicable, presenting competition winners with prizes on stage	●
	£x.xx per event + VAT