



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](mailto:office@thorpestandrew-tc.gov.uk)

Issued: 20 September 2023

### Notice of Finance & Staffing Committee Meeting

Councillors of the Finance and Staffing Committee, you are hereby summoned to attend the meeting of the Finance & Staffing Committee to be held at the Roxley Hall on 25 September 2023 at 7.30pm for the purpose of transacting the following business.

Michelle Barron Town Clerk

### AGENDA

1. Attendance Book and Apologies for Absence
2. Declarations of interest in items on the agenda
3. To confirm the minutes of the Town Council meeting held 19 June 2023
4. 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.
5. Project Spending – Verbal report
6. Parks and Estates Expenditure - Verbal report
7. Hire Rate Review - Verbal report
8. Review of Roles and Titles - Verbal report

Further Agenda Items (Not for Discussion)

**Town Clerk – Mrs Michelle Barron**

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew,  
NR7 0UL Tel: 01603 701048

Email: [office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)

Website: [www.thorpestandrew-tc.gov.uk](http://www.thorpestandrew-tc.gov.uk)

VAT No. 107 2921 90

**Thorpe St Andrew Town Council**  
**Minutes of the Finance & Staffing Committee meeting**  
**held on 19 June 2023 at 7:30pm**

**1 PRESENT:**

Mr S Snelling  
Mr S Court  
Mr J Emsell  
Mr J Ward

Mr F Bowe  
Ms L Barrett

**APOLOGIES:** Mr T Garner & Mrs L Skinner

**IN ATTENDANCE:** Mrs R McCarthy (OM/RFO)

**2 CONFIRMATION OF CHAIRMAN**

The OM/RFO confirmed that the standard procedure is for the Deputy Mayor to act as the Chair of Finance & Staffing Committee. It was proposed by Mr J Ward, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to appoint Mr S Snelling to the position of Chairman.

**3 ELECTION OF VICE-CHAIRMAN**

It was proposed by Mr S Snelling, seconded by Mr J Emsell and on a show of hands with all in favour **RESOLVED** to appoint Mr S Court to the position of Vice-Chairman.

**4 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

None

**5 MINUTES OF THE MEETING HELD ON 24 APRIL 2023**

The minutes of the meeting held on 24 April 2023 were agreed and signed by the Chairman.

**6 PUBLIC PARTICIPATION (LIMITED TO 3 MINS PER SPEAKER)**

None

**7 DONATIONS UNDER s.137 LOCAL GOVERNMENT ACT 1972**

The OM/RFO advised the committee that the Cemetery Maintenance budgeted finance could be considered as a S.137 donation for the church. Mr J Ward declared an interest in his capacity as Church Warden. It was proposed by Mr F Bowe, seconded by Mr J Emsell and on a show of hands with one abstention **RESOLVED** to pay £400 to the Church for maintenance of the cemetery.

**8 “MADE IN THORPE” SCHEME RE-DEVELOPMENT**

The OM/RFO presented a proposed new structure for the Made in Thorpe Business Sponsorship scheme. The committee supported the plans but felt the tiered system was too prescriptive and that some of the prices would be prohibitive to small businesses. Further minor content amendments were also requested. Communications and Community Officer to remodel ready for presentation at next meeting.

It was requested the Town Council write to former Councillor Leigh Reeves to thank him for his work on the Made in Thorpe initiative whilst in service.

**9 UPDATE ON CEO RECRUITMENT**

The OM/RFO gave an update on the CEO vacancy and advised that the deadline had been extended to 30<sup>th</sup> June. Alternative places to advertise were suggested. OM/RFO to extend advertising.

Future Agenda Items: None

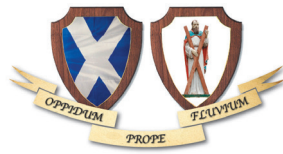
*The meeting closed at 8:25pm*

Signed: .....

Dated: .....

## THORPE ST ANDREW TOWN COUNCIL CHARGES

FITZMAURICE/DUSSINDALE HIRE RATES	2019/20	2020/21	2021/22
	£	£	
<u>GENERAL CHARGES</u>			
Cricket – weekend fixture	116.50	122.50	
Cricket - midweek fixture	51.50	54.25	
Cricket – training	20.00	21.00	
Cricket Youth – weekend fixture		40.00	
Cricket Youth – midweek		24.00	
Cricket Youth – training		18.00	
Room Hire per hour (incl 20% VAT)	15.00	15.75	
<u>USER GROUPS</u>			
Youth Club	No charge at present		
<u>RECREATION GROUND (INCLUDES VAT @20%)</u>			
Pitch and Pavilion			
Adult	78.50	82.50	
Junior	39.50	41.50	
Mini	28.00	29.50	
Training	20.00	21.00	
Note - St Andrews FC have their own pavilion, pitch only charges as below: Adult pitch £60.00, Junior £24.00, Mini £12.00, Training £21			
<u>ROXLEY HALL</u> - per hour (incl VAT)	15.00	15.75	
Light charge (Thorpe Players)	6.60	7.00	
<u>ALLOTMENTS</u>	20/21	21/22	23/24
Half plot	23.00	24.00	26.00
Full plot	46.00	48.00	52.00



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# Football Charges

## 2022/2023 Season

All prices include VAT @ 20%

### Pitch and Pavillion Hire (per game/session)

Adult	£82.50
Junior	£41.50
Mini	£29.50

Training Session  
£21.00 p/session

### Pitch ONLY (per game/session)

Adult	£60.00
Junior	£24.00
Mini	£12.00

Training Session  
£21.00 p/session

All games/training sessions must be booked in advance.  
Cancellations must be notified in advance or the full costs will  
be incurred.

### Booking Information

Tel/Fax: 01603 701048

Email: [office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)



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# **FITZMAURICE PARK & TOWN HALL**

## **HIRE CHARGES**

(All prices inclusive of VAT)

Town Hall - £15.75 per hour

Park Organised Sport/Training - £12.50 per hour

### **CRICKET**

(price per session inclusive of use of Town Hall unless marked \*)

Youth Nets - £15.00\*

Adult Nets - £21.00\*

Youth Midweek Fixture - £40.00 (£20.00\*)

Youth Weekend Fixture - £24.00 (£15.00\*)

T20 Midweek Fixture - £54.25 (£32.00\*)

Adult Fixture - £122.50 (£100.00\*)

**All sessions MUST be pre-booked at least 48hrs in advance.**

**To book, please email [office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk) or call 01603 701048**