

**Minutes of Finance and Staffing Committee Meeting  
held on 17<sup>th</sup> October 2016**

**1. PRESENT:**

Miss S Lawn (Chairman)	
Mr F. Bowe	Mr L Reeves
Mr J. Emsell	Mr J. Ward
Mrs T. Mancini-Boyle	Mr I Mackie

**IN ATTENDANCE:** Mr T Foreman (Town Clerk), Mrs J Fenn, Mr D Sayer,  
Mr J Fisher

**APOLOGIES FOR ABSENCE**

None

**2. Declarations of Interest**

None

**3. Minutes of Meeting held on 19<sup>th</sup> September 2016**

Minutes of the meeting held on 19<sup>th</sup> September 2016 were approved and signed as a true record.

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

None

**5. River Green Lighting Project**

Mr T Foreman provided an overview of the River Green lighting project costs. The committee discussed the funding potential for the project, which was estimated to be £54,000 to £55,000. Following a review of the current budget lines, it was suggested by Mr T Foreman that the committee could use funding from the current street maintenance budget to service a loan from the PWLB. Mr I Mackie explained that the use of existing budgets for streetlights would mean no greater financial burden would be placed on the ratepayer as the funds would be used for a budgeted purpose. Mr L Reeves queried the repayment term for a loan of £55,000. Mr T Foreman explained that it would likely be less than 20 years, but greater than 15 years due to the total yearly repayment required to be less than the £3,500 in the current budget line. It was proposed by Mr L Reeves, seconded by Miss S Lawn and on a show of hands with all in favour **AGREED** to recommend to the Town Council that a loan from the PWLB be sought to fund the River Green lighting project, subject to three quotations being secured.

**6. Budget 2017/18**

Mrs J Fenn provided a line by line explanation of the budget. Mr T Foreman explained that the budget figures had taken account of the staffing changes, but also the increased budget required for the quayheading at River Green following its return from the Broads Authority in March 2017 and the asset maintenance plan which had been agreed for the buildings and parkland to ensure that they are properly maintained.

Mr I Mackie explained that the additional lines had previously been agreed by the Town Council for inclusion in next year's budget. Miss S Lawn stated support for the asset maintenance budget, as the Roxley Hall and other buildings were being updated and the Town Council needed to maintain the buildings to a high standard to ensure the benefit of the refurbishments are maintained.

It was proposed by Mr I Mackie, seconded by Mr J Emsell and on a show of hands with all in favour **RESOLVED** to recommend a budget increase of 7.4% to the Town Council for approval.



**7. Update on Recruitment**

Mr T Foreman provided an update on recruitment. It was explained that following two days of interviews there had been two candidates who had been successful for the Committee Officer and Administration Officer posts. Mrs J Fenn explained that the new staff would take up their posts from the 14<sup>th</sup> November 2016. The committee noted this report.

**8. Sale of Zetor Tractor**

Mr D Sayer gave an overview of three offers for the sale of the Zetor tractor, which is no longer required due to the purchase of the Avant machine. It was proposed by Miss S Lawn, seconded by Mrs T Macini-Boyle and on a show of hands with all in favour **RESOLVED** to sell the Zetor tractor for £6,750+VAT.

**9. Request for donation**

The Committee considered a request for a donation from the 2<sup>nd</sup> Thorpe Guides Senior Section. The request sought funding for a new flag for the section to be used during events and civic ceremonies, such as the Remembrance Parade each year. Mr J Ward explained that previous funding had been given to the Scouts for a similar flag. It was proposed by Miss S Lawn, seconded by Mr I Mackie and on a show of hands with 2 abstentions it was **RESOLVED** to award £100 to the 2<sup>nd</sup> Thorpe Guides Senior Section under s.137 of the Local Government Act 1974.

With no other business, the meeting closed at 21.10hrs

Date of next meeting: 21<sup>st</sup> November 2016

Chairman \_\_\_\_\_ 

Date \_\_\_\_\_ 21/11/16