



THORPE ST ANDREW TOWN COUNCIL

**Finance and Staff Committee Meeting to be held on:
16th July 2018
7.30pm at Town Hall, Pound Lane**

AGENDA

1. Attendance and Apologies
2. Declarations of Interest
3. Minutes of the Meeting **4th June 2018**
 - a. Update on previous 'future agenda items'
4. Public session – limited to 3 minutes per speaker
5. Finance 1/4/18 to 30/6/18
 - a. Summary of Receipts and Payments
 - b. Summary of Cost Codes
 - c. Variance Report
 - d. Summary of Capital Spend
 - e. Summary of Events
6. Update on Broads Authority Report – Presentation at meeting
7. Pickleball request – Report attached
8. Norfolk County Council Land 'For Sale' – Correspondence attached
9. Fete at Fitzmaurice Park – Correspondence attached

Future agenda items (Not for discussion)

Issued 11th July 2018

Town Clerk - Thomas Foreman
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**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 4 June 2018 at 7.30pm**

1 ELECTION OF CHAIRMAN

It was proposed, seconded and

RESOLVED that Mr I Mackie be elected Chairman for 2018/19.

2 ELECTION OF VICE-CHAIRMAN

It was proposed, seconded and

RESOLVED that Miss S Lawn be elected Vice-Chairman for 2018/19.

3 Present:

Mr I Mackie (Chairman)

Mr F Bowe Mr J Emsell Miss S Lawn Mr L Reeves Mr S Snelling Mr J Ward

Changes to Committee: Mr Snelling had replaced Mrs T Mancini-Boyle on the committee

In attendance:

Dr T Foreman (Town Clerk)

Mr D Sayer (Parks and Estates Manager) Mrs D Matthews (Committee Officer)

1 member of the public was present.

4 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

5 MINUTES

The minutes of the meeting held on 23 April 2018 were agreed and signed as a true record.

With regard to Minute no: 7 – Correspondence from St Andrews Football Club, concern was expressed that the football club appeared to have gone to the press about the issue of the café facility and members were disappointed with the view put forward by the club in the press article as it did not reflect the whole circumstances nor acknowledge the support offered to them by the Town Council. Members reiterated that they felt the two refreshment services were fulfilling very different needs, with the football refreshment facility serving a very limited football audience and that they could both co-exist. The situation would continue to be monitored.

6 PUBLIC SESSION (limited to 3 minutes per speaker)

A member of the public asked a question regarding the commercial mooring agreement and it was confirmed that the proposal for out of season mooring was for a broads cruiser style boat whilst the smaller day boats would be moored at the site

during the season.

7 FINANCE

- (a) Annual Internal Audit Report 2017/18 - Members received the Annual Audit Report for 2017/18 and the Town Clerk advised that no issues had been raised as part of the audit.

RESOLVED to note and approve the audit report.

- (b) Section 2 Accounting Statements 2017/18 – Members received the Section 2 Accounting statement and it was

RESOLVED to note and approve the Section 2 Accounting Statement for 2017/18.

- (c) Payment Vouchers 132 – 242 totalling £57,432.98 – Members considered the payment vouchers listed. It was noted that the blockage at the Morse pavilion had been caused by paper hand towels over a weekend but it was not possible to identify which team would have been responsible. Long term, options for replacing the paper towels would be explored.

RESOLVED to note and approve the voucher payments detailed.

8 RIVER GREEN LIGHTING PROJECT – BUNTING/FLOWER BASKETS

Members considered the report of the Town Clerk setting out options and costs for the provision of bunting and flower baskets for the 22 new footway lights installed on River Green. They thanked the Estates team for their efforts in erecting bunting for recent the royal wedding which had received much positive feedback.

Flower Baskets – Members considered the alternatives of hiring or purchasing baskets and concluded that purchasing the holestars baskets was the preferred option. This would be more cost effective long term and enable all year-round flower displays. There was also the potential for the Estates team to grow their own plants to allow for more choice in colour and design of displays. There were various options as to how this could be progressed including the potential for a community garden/greenhouse and it was felt this idea should be explored further. For this year's display however, plants would be purchased as in the past.

Bunting – Members considered the costings for union jack bunting and block coloured red/white/blue bunting. Whilst the union jack design was the preferred option it was felt to be too expensive. Some of the existing bunting was not really fit to be re-used and members therefore agreed that new bunting in plain block colours, blue/white/red should be purchased for the full length of the row of footway lights.

Planter seats – Members considered options for planted seats for use on the playing field which could also then be used as barriers for the occasions when roads were closed for events. Members felt the designs proposed were not wholly suitable for seating and so would prefer the use of normal planters on the playing field.

RESOLVED:

- (1) to proceed with the purchase of 44 holsestar planters and clips in black at a total cost of £2003.76 including vat; plants for this year to be purchased as in previous years;
- (2) options for developing a community greenhouse/garden with a view to growing plants for the baskets in the future be considered at the next meeting;
- (3) new bunting in plain block colours, blue/white/red, be purchased for the full length of the row of footway lights (220m) at a cost of £9.99 +vat per 10m;
- (4) not to proceed with the purchase of seated planters for the Park but to purchase planters similar to those already in use.

9 RIVER GREEN COMMEMORATE GARDEN BENCHES

Members considered the report of the Town Clerk setting out options and costs for the provision of benches at River Green. The benches would be installed between the trees on the Green and would need to be 2-seater to fit in the existing gaps. It was suggested that plaques be incorporated into the benches to commemorate the forces, the Royal Navy, the Royal Airforce, the Army and the Merchant Navy. Members expressed a preference for the Sandwick Winawood 2-seater bench in teak finish.

RESOLVED to proceed with the purchase of 4 Sandwick Winawood 2 seater benches in teak finish at a cost of £252.53 inc vat per bench.

10 WOODLAND TRUST COMMUNITY TREE PACK

Members considered the report of the Town Clerk seeking views on proposed areas to plant 420 tree saplings from the Woodland Trust received as part of the Queen's Commonwealth Canopy. It was noted that maintenance work had recently been undertaken to thin out existing woodland areas on the Park which had become too dense and overgrown as a result of previous plantings not being managed and maintained. As part of this clearance of small, densely populated trees there was a need to replant a significant number of trees over the next 5 years. In addition to this planting, a number of trees could also be planted along the pathways on the park and in the area to the boundary of the park to create a continuous canopy of appropriately spaced trees. The species of trees to be planted included a range of harvestable specimens such as crab apple, hazel, blackthorn, dog rose, elder and rowan which it was felt would create an orchard feature on the far side of the park. It was agreed that the area could be called the Queen Elizabeth Orchard.

RESOLVED to recommend the Town Council to proceed with the tree planting as outlined above and that the area of harvestable trees planted on the far side of the park be called the Queen Elizabeth Orchard.

11 COMMERCIAL MOORING AGREEMENT

Members considered the report of the Town Clerk seeking approval of the commercial mooring agreement as set out in the appendix to the report. The agreement was a temporary one to enable the boat hire service to get up and running this season and would need to be reviewed in April 2019. The Town Clerk highlighted some of the key features of the agreement which would protect the interests of the Town Council in managing the use of the moorings. Both parties would be able to terminate the agreement with 30 days' notice and there was no security or rights under the Landlord and Tenancy Act 1954. It was noted that reference in the agreement to the data protection act needed to be updated. With regard to reference to no double mooring, it was noted this would restrict the mooring places available to four day boats. The Clerk confirmed that the boat hire company was aware of this restriction which was a limitation imposed by the Broads Authority. It was hoped to seek a variation from the Broads Authority to allow for double mooring mindful of the fact that there was on occasions triple moorings on the opposite side of the river.

RESOLVED to approve the commercial mooring agreement as set out at appendix 1 to the report.

FUTURE AGENDA ITEMS

- Community garden/greenhouse
- River Green Toilet Block Refurbishment– update
- Café Project – update

DATE OF NEXT MEETING

16 July 2018.

The meeting closed at 8:55pm.

Signed:

Dated:

Thorpe St Andrew Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
Allotments	4,900.00	64.50	-4,836	4,075.00	929.29	3,146	-1,690
Broadland District Council Elect				4,000.00		4,000	4,000
Building Maintenance				25,500.00	795.51	24,704	24,704
Business Sponsorship	1,000.00	150.00	-850	400.00	300.72	99	-751
Capital Spending				49,500.00	84,972.92	-35,473	-35,473
Cemetery				2,515.00		2,515	2,515
Community Infrastructure Levy		300.00	300				300
Contingency				5,550.00		5,550	5,550
Dementia Cafe							
Events	12,000.00	766.28	-11,234	11,200.00	2,010.10	9,190	-2,044
Fitzmaurice Park - Town Hall	17,350.00	5,412.16	-11,938	23,150.00	6,627.65	16,522	4,585
Grants							
Leases				3,330.00	832.44	2,498	2,498
Legal Fees		755.00	755	1,500.00	411.20	1,089	1,844
Loan Repayment		56,201.00	56,201	34,065.00	13,731.94	20,333	76,534
Parks Project							
Precept	441,638.00	220,819.00	-220,819				-220,819
River Green	50.00		-50	6,250.00	1,524.16	4,726	4,676
Roxley Hall	17,000.00	4,415.30	-12,585	13,750.00	6,172.98	7,577	-5,008
S137 Payments and Donations	1,500.00		-1,500	550.00		550	-950
Salaries				226,118.00	56,394.30	169,724	169,724
Section 106							
Sir George Morse Park - Morse	12,200.00	4,484.55	-7,715	48,300.00	16,317.74	31,982	24,267
Street Furniture				1,500.00	300.00	1,200	1,200
Street Lighting				25,760.00	6,357.95	19,402	19,402
Town and Neighbourhood Plan				1,000.00	87.51	912	912
Town Hall Office	150.00	292.06	142	25,575.00	13,776.65	11,798	11,940
Tree Management				9,000.00	1,400.00	7,600	7,600
Verge Cutting	15,800.00		-15,800		2,244.63	-2,245	-18,045
Website				1,000.00		1,000	1,000
NET TOTAL	523,588.00	293,659.85	-229,928	523,588.00	215,187.69	308,400	78,472
V.A.T.		13,021.27			21,071.32		
GROSS TOTAL		306,681.12			236,259.01		

Thorpe St Andrew Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre Allotments

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
94 Dussindale maintenance				1,500.00	195.24	1,305	1,305
95 Dussindale rent				400.00	399.93	0	0
96 Dussindale water charges				375.00	81.80	293	293
97 Hillside maintenance				1,300.00	102.21	1,198	1,198
98 Hillside water charges				500.00	125.11	375	375
100 Rent and deposit	4,400.00	64.50	-4,336		25.00	-25	-4,361
168 Water charges	500.00		-500				-500
SUB TOTAL	4,900.00	64.50	-4,836	4,075.00	929.29	3,146	-1,690

Cost Centre Broadland District Council Electio

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
120 Election costs				4,000.00		4,000	4,000
SUB TOTAL				4,000.00		4,000	4,000

Cost Centre Building Maintenance

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
209 Town Hall				10,000.00	398.66	9,601	9,601
210 Morse Pavilion				10,500.00	240.39	10,260	10,260
211 Roxley Hall				5,000.00	156.46	4,844	4,844
236 Cafe							
237 River Green Buildings							
SUB TOTAL				25,500.00	795.51	24,704	24,704

Cost Centre Business Sponsorship

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
177 Receipts and payments	1,000.00	150.00	-850	400.00	300.72	99	-751
SUB TOTAL	1,000.00	150.00	-850	400.00	300.72	99	-751

Cost Centre Capital Spending

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
90 Asset replacement				20,000.00	14,032.95	5,967	5,967
91 Buildings & amenity areas				17,500.00	3,466.00	14,034	14,034
92 Street lights				9,000.00	4,785.00	4,215	4,215
93 Town Office				1,000.00		1,000	1,000
164 Projects				2,000.00	62,688.97	-60,689	-60,689
165 War Memorial							
SUB TOTAL				49,500.00	84,972.92	-35,473	-35,473

Cost Centre Cemetary

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
102 Maintenance				2,015.00		2,015	2,015
103 Water charges				500.00		500	500
SUB TOTAL				2,515.00		2,515	2,515

Cost Centre Community Infrastructure Levy

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
175 CIL receipts and payments		300.00	300				300

Thorpe St Andrew Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

SUB TOTAL		300.00	300				300	
Cost Centre Contingency								
Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
117 Contingency				5,550.00		5,550	5,550	
SUB TOTAL				5,550.00		5,550	5,550	
Cost Centre Dementia Cafe								
Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
217 Receipts and payments								
SUB TOTAL								
Cost Centre Events								
Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
118 Events Payments/Receipts	12,000.00	766.28	-11,234	10,000.00	1,706.08	8,294	-2,940	
200 Newsletter				1,200.00	304.02	896	896	
SUB TOTAL		12,000.00	766.28	-11,234	11,200.00	2,010.10	9,190	-2,044
Cost Centre Fitzmaurice Park - Town Hall								
Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
38 Cleaning				6,000.00	1,670.00	4,330	4,330	
40 Cricket maintenance				3,000.00	210.00	2,790	2,790	
41 Electricity				3,700.00	2,108.65	1,591	1,591	
42 Field maintenance contract				4,300.00	1,472.85	2,827	2,827	
43 Turf maintenance				1,000.00	380.01	620	620	
45 Park maintenance				1,000.00	36.80	963	963	
46 Play equipment maintenance				500.00		500	500	
48 Sanitary disposal				100.00		100	100	
49 Telephone				250.00	89.85	160	160	
50 Water rates				1,300.00	132.72	1,167	1,167	
51 Wheeled/litter/dog bins				2,000.00	146.77	1,853	1,853	
52 Cricket income	2,650.00	385.83	-2,264				-2,264	
54 Lettings	14,700.00	5,026.33	-9,674				-9,674	
55 Other income								
212 Repaint Youth Shelter								
238 tennis court					380.00	-380	-380	
SUB TOTAL		17,350.00	5,412.16	-11,938	23,150.00	6,627.65	16,522	4,585
Cost Centre Grants								
Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
150 Grant income and expenditure								
SUB TOTAL								
Cost Centre Leases								
Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
172 Vehicle lease				3,330.00	832.44	2,498	2,498	
SUB TOTAL				3,330.00	832.44	2,498	2,498	
Cost Centre Legal Fees								
Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	

Thorpe St Andrew Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

158	Legal charges	755.00	755	1,500.00	411.20	1,089	1,844
SUB TOTAL		755.00	755	1,500.00	411.20	1,089	1,844

Cost Centre Loan Repayment

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
119 Morse Loan				5,778.00	2,920.00	2,858	2,858
182 Roxley Hall Loan				21,520.00	10,811.94	10,708	10,708
193 Town Hall loan				4,027.00		4,027	4,027
229 River Green Lights		56,201.00	56,201	2,740.00		2,740	58,941
SUB TOTAL		56,201.00	56,201	34,065.00	13,731.94	20,333	76,534

Cost Centre Parks Project

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
218 Receipts and payments							
SUB TOTAL							

Cost Centre Precept

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
111 Precept	441,638.00	220,819.00	-220,819				-220,819
SUB TOTAL		441,638.00	220,819.00				-220,819

Cost Centre River Green

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
30 Commissioners Cut - picnic are				500.00	103.50	397	397
31 Electricity				350.00		350	350
33 River Green flowers				900.00		900	900
34 River Green maintenance				4,000.00	101.66	3,898	3,898
35 War Memorial maintenance				500.00	1,319.00	-819	-819
149 Income	50.00		-50				-50
SUB TOTAL		50.00	-50	6,250.00	1,524.16	4,726	4,676

Cost Centre Roxley Hall

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
21 Cleaning				6,000.00	1,290.00	4,710	4,710
22 Electricity				1,500.00	239.97	1,260	1,260
23 Gas				2,000.00	599.59	1,400	1,400
25 Miscellaneous							
26 Rates				3,500.00	3,960.31	-460	-460
27 Sanitary disposal				250.00		250	250
28 Water				500.00	83.11	417	417
29 Lettings	17,000.00	4,415.30	-12,585				-12,585
SUB TOTAL		17,000.00	4,415.30	13,750.00	6,172.98	7,577	-5,008

Cost Centre S137 Payments and Donations

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
112 S137 - bus shelter maintenanc	1,500.00		-1,500				-1,500
113 S137 payments and donations				550.00		550	550
SUB TOTAL		1,500.00	-1,500	550.00		550	-950

Thorpe St Andrew Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre Salaries

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
125	Fenn salary				7,000.00	2,012.59	4,987	4,987
126	Fenn - pension employer				1,540.00	442.76	1,097	1,097
127	Fenn - NIC employer					19.86	-20	-20
131	Sayer salary				28,317.00	7,079.25	21,238	21,238
132	Sayer - pension employer				6,230.00	1,557.45	4,673	4,673
133	Sayer - NIC employer				2,750.00	686.31	2,064	2,064
152	Bass - salary				9,318.00	2,329.50	6,989	6,989
153	Bass - NIC employer				150.00	30.84	119	119
154	Bass - pension employer				2,050.00	512.49	1,538	1,538
183	Mr T Foreman				41,025.00	9,746.25	31,279	31,279
184	Foreman employers nic				9,026.00	1,124.73	7,901	7,901
185	Student loan					570.00	-570	-570
186	Foreman - pension employer				8,800.00	2,256.39	6,544	6,544
188	Sick/hol cover							
189	Calver salary				21,000.00	5,190.00	15,810	15,810
190	Calver pension employer				4,620.00	1,155.00	3,465	3,465
191	Calver -employers nic				1,700.00	433.86	1,266	1,266
192	Calver - student loan							
202	Mr G Watkins				14,500.00	3,624.99	10,875	10,875
203	Watkins - pension employer				3,190.00	797.49	2,393	2,393
204	Matthews - salary				2,000.00	471.74	1,528	1,528
205	Parr - salary				14,790.00	3,697.50	11,093	11,093
206	Parr - employers NIC				950.00	219.63	730	730
207	Parr employers pension				3,255.00	813.45	2,442	2,442
224	Jones salary				16,000.00	4,125.00	11,875	11,875
225	Jones pension employer				3,520.00	907.50	2,613	2,613
227	Jones nic employer				1,200.00	278.61	921	921
230	Watkins nic				1,132.00		1,132	1,132
231	Seaman salary				16,000.00	4,125.00	11,875	11,875
232	Seaman pension employer				3,520.00	907.50	2,613	2,613
233	Seaman employers nic				1,200.00	278.61	921	921
234	balance				1,335.00	1,000.00	335	335
SUB TOTAL					226,118.00	56,394.30	169,724	169,724

Cost Centre Section 106

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
201	Section 106							
SUB TOTAL								

Cost Centre Sir George Morse Park - Morse Pa

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
57	Cleaning and cleaning materi				8,000.00	2,091.37	5,909	5,909
60	Electricity				1,500.00	359.28	1,141	1,141
61	Equipment hire				400.00	460.00	-60	-60
62	Field maintenance contract				6,100.00	4,691.86	1,408	1,408
64	Fuel				2,500.00	443.70	2,056	2,056
65	Grounds machinery				4,000.00	313.39	3,687	3,687
68	Materials fixtures & fittings				1,050.00	227.56	822	822
70	Mileage				400.00		400	400
71	Miscellaneous				200.00		200	200

Thorpe St Andrew Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

72	Morse - gas/expenditure				1,500.00	338.42	1,162	1,162
73	Park maintenance				550.00	89.53	460	460
74	Play equipment maintenance				1,000.00		1,000	1,000
75	Shrub bed - St Will Loke				100.00	21.90	78	78
76	Sanitary disposal				300.00		300	300
77	Sports turf maintenance				8,000.00	1,575.00	6,425	6,425
78	Telephone				1,400.00	324.81	1,075	1,075
79	Tools - equipment				200.00		200	200
80	Training		83.33	83	3,500.00		3,500	3,583
84	Water rates				900.00	159.05	741	741
85	Wheeled/litter/dog bins				2,000.00	146.77	1,853	1,853
88	Football income	11,000.00	3,908.46	-7,092				-7,092
89	Other income	1,200.00	104.16	-1,096				-1,096
160	Soccer marking					1,136.49	-1,136	-1,136
174	Rates				2,500.00	2,376.00	124	124
176	Feed in Tariff		388.60	389		388.60	-389	
181	Cleaning Tennis Courts				300.00	320.00	-20	-20
213	Health and Safety				1,900.00	372.71	1,527	1,527
214	Vehicle Maintenance					481.30	-481	-481
SUB TOTAL		12,200.00	4,484.55	-7,715	48,300.00	16,317.74	31,982	24,267

Cost Centre Street Furniture

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
104	Cleaning bus shelters			1,500.00	300.00	1,200	1,200
105	Repairs and maintenance						
156	Bus shelters						
SUB TOTAL				1,500.00	300.00	1,200	1,200

Cost Centre Street Lighting

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
106	Energy charge			20,000.00	4,632.95	15,367	15,367
107	Maintenance contract			5,760.00	1,600.00	4,160	4,160
108	Repairs				125.00	-125	-125
SUB TOTAL				25,760.00	6,357.95	19,402	19,402

Cost Centre Town and Neighbourhood Plan

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
169	Town/neighbourhood plan			1,000.00	87.51	912	912
SUB TOTAL				1,000.00	87.51	912	912

Cost Centre Town Hall Office

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
1	Audit			1,500.00	441.00	1,059	1,059
2	Bank charges			450.00	72.76	377	377
3	Chairmans expenses			1,200.00	437.42	763	763
4	Computer/Photocopier			750.00		750	750
5	Insurance			12,075.00	7,450.09	4,625	4,625
6	Mileage						
7	Miscellaneous		77.74	300.00	67.55	232	310
8	Office equipment			150.00	98.00	52	52
10	Office telephone			800.00	200.07	600	600
11	Postage			1,200.00	381.30	819	819
12	Stationery			1,000.00	451.03	549	549

Thorpe St Andrew Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

13	Subscriptions				1,000.00	295.00	705	705
14	Training and H & S				1,000.00	300.00	700	700
15	Bank interest	150.00	35.69	-114				-114
17	Insurance claims							
143	VAT refund							
187	Bottle bank		178.63	179		30.00	-30	149
216	Photocopy charges				1,000.00	288.43	712	712
235	Rates				3,150.00	3,264.00	-114	-114
SUB TOTAL		150.00	292.06	142	25,575.00	13,776.65	11,798	11,940

Cost Centre Tree Management

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
101	Tree expenditure				9,000.00	1,400.00	7,600	7,600	
SUB TOTAL					9,000.00	1,400.00	7,600	7,600	

Cost Centre Verge Cutting

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
110	Fuel & machinery maintenanc					514.12	-514	-514	
228	Verge cutting	15,800.00		-15,800		1,730.51	-1,731	-17,531	
SUB TOTAL		15,800.00		-15,800		2,244.63	-2,245	-18,045	

Cost Centre Website

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
116	Website costs				1,000.00		1,000	1,000	
SUB TOTAL					1,000.00		1,000	1,000	

NET TOTAL	523,588.00	293,659.85	-229,928	523,588.00	215,187.69	308,400	78,472
V.A.T.		13,021.27			21,071.32		
GROSS TOTAL		306,681.12			236,259.01		

**THORPE ST ANDREW TOWN COUNCIL
VARIANCES - 01/04/18 - 30/6/18**

COST CENTRE	Receipt variance notes
Allotments	Rents due October
Business Sponsorship	
Cemetary	
Capital Spending	
Community Infrastructure levy	£300 - The Oaks Harvey Lane
Fitzmaurice Park - Town Hall	
Events	See summary
Grants	
Leases	
Legal fees	Reimbursement from the bowls club
Loan	Loan received for columns at River Green
Precept	Received from BDC in April and September
Sir George Morse Park	Football seasonal
Roxley Hall	
Town Hall	£178 Bottle bank £78 reimburse lapel badges
Tree Management	

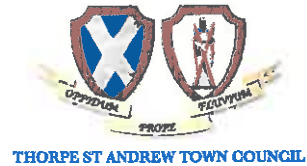
COST CENTRE	Payment variance notes
Allotments	
Building Maintenance	
Cemetary	
Capital Spending	See summary
Community Infrastructure levy	
Fitzmaurice Park - Town Hall	2017/18 Electricity £1139
Events	See summary
Grants	
Leases	
Legal fees	
Loan Repayment	
River Green	
Sir George Morse Park	Additional grounds goods £3175 rates paid for the year £2376
Roxley Hall	Rates paid for the year £3960
Salaries	
Town Hall	Insurance paid for the year £7450 rates paid for the year £3264
Tree Management	

Thorpe St Andrew Town Council
Listing of Payments in each Code for Cost Centre - Capital Spending
(Between 01/04/2018 to 03/07/2018)

Cost Centre		Capital Spending									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
90 Asset replacement											
Vchr. 118	01/05/2018		Bank 1 Current A	7864	Pressure washer	CPC	S	588.49	117.70	706.19	
138	15/05/2018		Bank 1 Current A	7874	Weedbrush/flail and goods	Avant Hire Services	S	12,266.46	2,453.29	14,719.75	
147	15/05/2018		Bank 1 Current A	7883	Petrol trolley	The Petrol Tank Comp	S	1,178.00	235.60	1,413.60	
Subtotal for Code: Asset replacement								£14,032.95	£2,806.59	£16,839.54	
91 Buildings & amenity areas											
Vchr. 129	01/05/2018		Bank 1 Current A	7871	Shower refurbish	C Pilgrim	E	3,466.00	0.00	3,466.00	
Subtotal for Code: Buildings & amenity areas								£3,466.00	£0.00	£3,466.00	
92 Street lights											
Vchr. 330	13/06/2018		Bank 1 Current A	dd	3 new columns	Cozens UK Ltd	S	4,785.00	957.00	5,742.00	
Subtotal for Code: Street lights								£4,785.00	£957.00	£5,742.00	
164 Projects											
Vchr. 119	01/05/2018		Bank 1 Current A	7865	Install play equip benches	G & G Fencing	S	3,137.50	627.50	3,765.00	
120	01/05/2018		Bank 1 Current A	7866	Town Hall works	G W Gooch	S	6,990.94	1,398.20	8,389.14	
123	01/05/2018		Bank 1 Current A	7868	Aggregate for park projects	Middletons Aggregate	S	925.76	185.16	1,110.92	
128	01/05/2018		Bank 1 Current A	7871	Fix clock tower	C Pilgrim	E	2,927.00	0.00	2,927.00	
256	13/06/2018		Bank 1 Current A	dd	New columns R/Green	Cozens UK Ltd	S	46,844.00	9,368.80	56,212.80	✓
311	13/06/2018		Bank 1 Current A	7907	Planning application WC block	Hamson Barron Smith	S	155.00	31.00	186.00	
312	13/06/2018		Bank 1 Current A	7907	Planning application Store to cafe	Hamson Barron Smith	S	750.00	150.00	900.00	
337	19/06/2018		Bank 1 Current A	buscard	Planning application River Green Benches	Broads Authority	E	117.00	0.00	117.00	
361	29/06/2018		Bank 1 Current A	online		Garden 4 Less	S	841.77	168.35	1,010.12	
Subtotal for Code: Projects								£62,685.97	£11,929.01	£74,617.98	
Subtotal for Cost Centre: Capital Spending								84,972.92	15,692.60	100,665.52	
TOTALS								£84,972.92	£15,692.60	£100,665.52	

2018/2019

EVENTS	Receipts EXC VAT	Payments EXC VAT
Budget 18/19	12000	11200
	£	£
St Georges Day	891.28	1727.08
Rememberance Parade (Security)		
Fireworks	20.83	
PA Systems		
Xmas lights	20.83	
Stall income 19/20		
Event notice 19/20		
Xmas Cards		
Cancelled cheques not cashed		
Snippets		
EVENTS TOTAL 2017/18	932.94	1727.08
Newsletter (2 issues) plus delivery		304.02
2017/18 Income		
Stall Income St Georges 2018/19	166.66	
Event Notice		21.00
sub total	166.66	21.00
Total	766.28	2010.10



Reason for this Report

This report presents a proposal from a 'Pickleball' trainer in the East of England.

Background

What is 'Pickleball'?

Pickleball was devised in the USA in 1965 by Joel Pritchard, congressman from Washington State and Bill Bell, a successful businessman. They had returned to Pritchard's home on Bainbridge Island, Washington State (near Seattle) to find their families sitting around with nothing to do. The property had an old badminton court so Pritchard and Bell looked for some badminton equipment and could not find a full set of rackets. They improvised and started playing with Table Tennis bats (Old wooden type without rubbers) and a perforated plastic ball. At first they placed the net at badminton height of 60 inches and volleyed the ball over the net. As the weekend progressed, the players found that the ball bounced well on the asphalt surface and soon the net was lowered to 36 inches. The following weekend, Barney McCallum was introduced to the game at Pritchard's home. Soon, the three men created rules, relying heavily on badminton. They kept in mind the original purpose, which was to provide a game that the whole family could play together.

It is now the fastest growing sport in North America and shortly will be in Europe. It is an ideal game for Youngsters to learn eye hand co-ordination prior to taking up tennis to become the next Andy Murray or Laura Robson, without the strain on their body by wielding a full size tennis racket. It's great for all ages, especially those wishing to keep active in later life.

Pickleball is a racket sport that combines elements of tennis, platform tennis, badminton and table tennis. It is easy to learn, fast-paced and extremely fun to play due to the long rallies that occur throughout a game.

Pickleball is almost always played in doubles, although singles is also very popular and fun to play, especially for those looking for a greater challenge.

Why Pickleball?

A new player can enjoy the sport and experience long rallies on the first day of playing.

Players with racket-sport experience will find that their skills transfer immediately.

More advanced players enjoy the fast-paced, competitive challenge that pickleball offers.

Result

It has been requested that the lines for a 'Pickleball' Court are added to the MUGA at the Fitzmaurice Park.

Advice

As we charge no fee for use of the MUGA, and the Court was only painted last year, we have not allocated funds for repainting in the coming financial years. However, it has been proposed that this is funded through grant funding and so, if supported, this should be approved subject to funds being met from private funds.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are **potentially no** financial implications arising from this report.

Thorpe St Andrew Town Council



Finance and Staff : 16th July 2018

Norfolk County Council Lane 'For Sale'

Agenda Item: 8

Reason for this Report

This report provides an option for the Town Council to consider purchasing land proposed 'For Sale' by Norfolk County Council.

Background

In 2016, the Finance and Staff Committee considered a proposal to purchase this piece of land, along with an additional piece (Appendix A). The Committee made the following proposal to the County Council:

- The land transfers freehold at no cost to the Town Council
- Any maintenance/tree work required on the land be undertaken by the County Council prior to transfer
- A minimum of five years of land and tree maintenance costs be paid to the Town Council at the time of transfer

This was rejected a section of the land was subsequently sold.

Result

The Town Council is being offered the remaining swathe of land (Appendix B). The guide price is £2,000 to £3,000, with a reserve of £2,500. The Town Council is being offered the land at the reserve price of £2,500.

The Ward Councillor has proposed that the Finance and Staff consider this with a view to purchase.

Advice

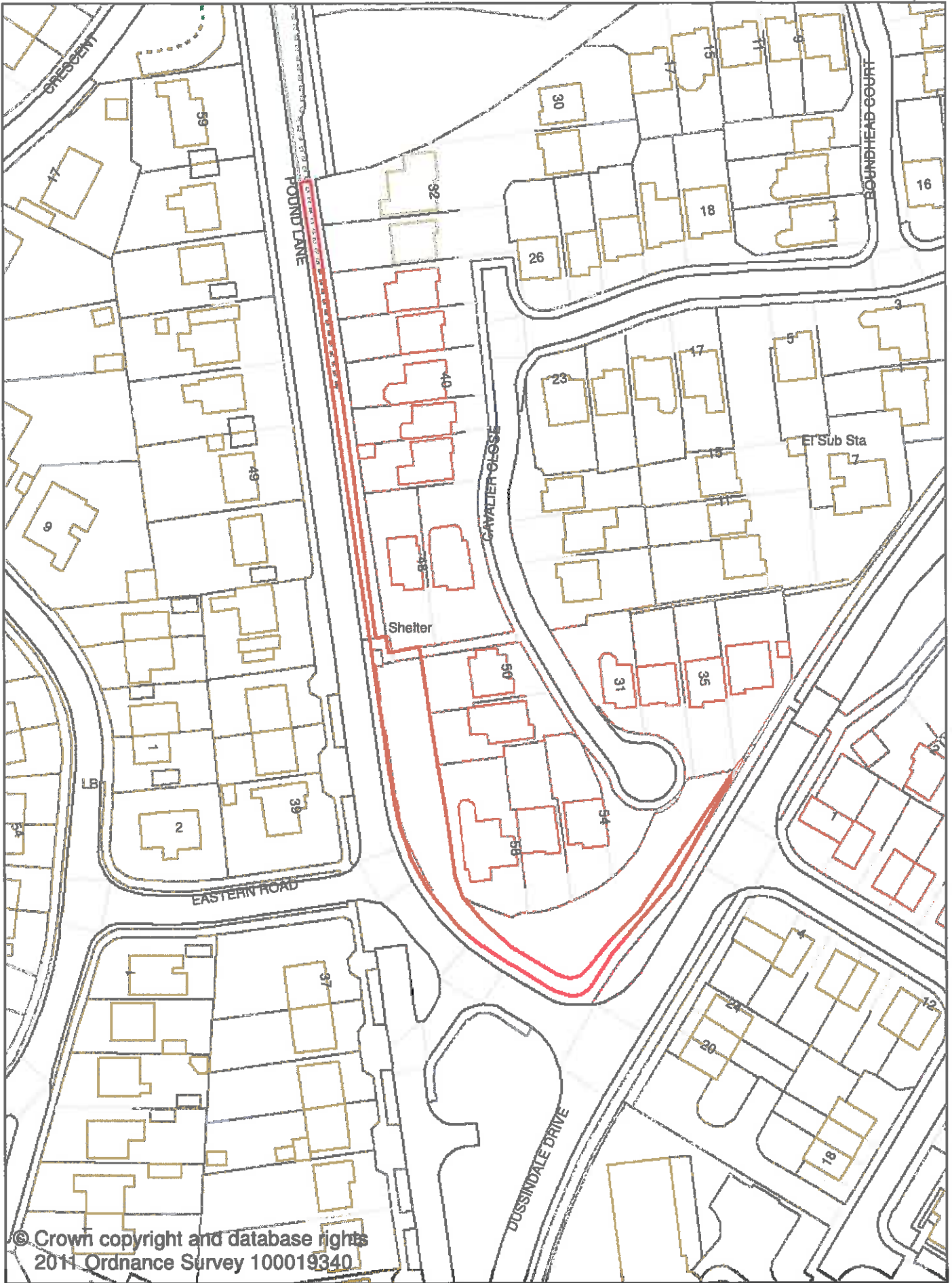
The parcel of land has two potential areas of cost to maintain, a mature oak tree and a significant shrub bed. This cost of purchase and maintenance has not been budgeted, and Broadland District Council have indicated that they 'will not favourably view any change-of-use planning application: the site is currently amenity/public open space.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are **potential** financial implications arising from this report.



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**Thorpe St Andrew:
 Land at Pound Lane**

 **Norfolk** County Council

Center of map:
627,441.1194 309,188.1769

Date created:
 14/11/2016

Scale:
 1:1,000





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2011 Ordnance Survey 400019340

**Thorpe St Andrew:
Plot 3**

 **Norfolk** County Council
Center of map:
627,459.1680 309,106.1861

Date created:
07/03/2018
Scale:
1:750



9

From: National Citizenship Service Group D <XXXXXXXXXXXXXX>
Sent: 11 July 2018 11:02
To: Darrin Sayer <Darrin.Sayer@thorpestandrew-tc.gov.uk>
Subject: Ncs charity fête

Dear Mr.Sayer,

I've just been in contact with a co-worker regarding the fête that we would like to hold at your venue on Friday the 20th of July at the hours of 3pm to 6pm but we will need to set up at starting at 1pm. We are supporting the charity called Leeway and plan to have several stalls and activities to help us raise money and awareness for this cause. The fête will be relatively small and we plan to advertise in the Thorpe St Andrew area and the primary schools in the area.

We have public liability insurance and you can contact us via our NCS leader, or this email to talk to us directly.

Kind Regards,