

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE FINANCE AND STAFFING MEETING
HELD ON 27TH APRIL 2015**

PRESENT: Mr. I Mackie Mr. J Ward Mr. J Emsell
Mrs. E Laming Mr. L Reeves

1. In Attendance: Mr S Ford (Town Clerk), Mr. T Foreman (Town Clerk Designate), Mrs. F Bass (Assistant Clerk), Mrs. Emma Smith (Friends of Thorpe St Andrews Parks).

Apologies for Absence: Mr. S Freeman-Pannett, Miss S Lawn, Mrs. T Mancini-Boyle

2. Declarations of Interest: - Mr. I Mackie and Mr. J Ward declared an interest in Agenda Item 6 as Members of Norfolk County Council

3. Minutes of meeting held on 16th March 2015

The minutes of the meeting held on 16th March 2015 were signed and approved as a true record.

4. Public Session

None

5. FOTSAP

The date and time of the Friends of Thorpe St Andrews Parks Annual General Meeting was noted.

6. Village Hall, Yarmouth Road

(i) Pre construction site meeting 10am Tuesday 28 April with NPS and Gooch Builders following initial meeting 20 April-verbal report.

Thomas Foreman gave a verbal report to the Committee explaining the Village Hall construction works were expected to start on Tuesday 26th March 2015. The date of completion would be dependent upon the additional works required, a report for which will be taken to the Town Council Meeting 11th May 2015. The verbal report was noted.

(ii) Report on Village Hall Finance and Logistics

- I. The Committee discussed whether the Village Hall should be closed during construction works as advised by the appointed contractor. The Health and Safety and insurance implications for hiring the village hall were considered. The Committee found that these concerns outweighed the disruption it would cause to user groups who asked to continue to use the village hall.

RESOLVED:-

Close the Village Hall to hirers for the duration of the construction work and for GW Gooch Builders to take control of the whole site.

- II. The Committee considered the Village Hall hirers requests for the Council to pay for storage space and removal costs for the items they currently store at the Village Hall. The Committee was also asked if they would allow the Council owned Table Tennis tables to be removed by a user group. The Committee found that the cost to remove hirers items and pay for storage would be considerable, particularly as it did not charge users for storage space. The Committee discussed if it allowed one user group to remove property it used from the village hall, whether it would be unfair to withhold permission from other groups. The Committee found it could not guarantee the safety and security of its property once it was removed by user groups.

RESOLVED:-

Not to provide funding for storage costs or removal services, any items remaining at the Village Hall when construction begins on 26th May 2015 will be removed and destroyed.

All current user groups will receive a period of one month free from charges for the current hours used upon completion of the Village Hall refurbishment.

Hirers are not permitted to remove Council Table Tennis tables from the Village Hall.

- III. The Committee considered the report outlining insurance advice with regard to the wooden shed at the Village Hall and the use of the basement for storage. The report stated the findings of Zurich insurance which made a number of requirements in 2012 with regard to basement storage and location of the shed at the village hall. The Committee discussed its obligations at length and agreed to ensure all requirements of the insurance report were completed prior to handing the Village Hall to the appointed contractor on Tuesday 26th May 2015.

RESOLVED:-

A letter will be sent to Thorpe Players requiring the shed and all items be removed from the basement and elsewhere in the Village Hall prior to construction work starting on Tuesday 26th May 2015. The shed and/or any remaining items will be removed and destroyed after this date.

7. Thorpe Recreational Bowls Club

The Committee discussed at length the request for permission to be granted for the Thorpe Recreation Bowls Club to undertake the removal of a defunct gas boiler to create storage space and to pay for repairing the damage to the exterior of the building arising from removing the boiler. The Committee were mindful that the work required to be undertaken would impact upon the fabric of the building and therefore approved contractors should be appointed for any work to be undertaken. In addition the Committee discussed whether such work was required to make a storage cupboard given the size of the building. The Committee found that the likely cost and damage it would cause, did not constitute good value for money for the tax payer.

RESOLVED:-

To withhold permission for the works to be carried out on the following grounds:

- The proposed remedial works on a Council building including the removal of the defunct boiler should only be undertaken by an approved Council contractor and not the members of the club. This would ensure that the work is to a standard required by our insurance company.
- The removal of the current boiler is not vital on the grounds of Health and Safety and is only being removed to allow for greater storage space. While the boiler and vents are in-situ they are watertight and the fabric of the building remains in good condition. The exterior work is not insignificant and additional action may need to be taken during the removal of vents to prevent further damage to the exterior wall. The cost for the works to remedy damage to the exterior of the building would not constitute value for money for the tax payer.

Thomas Foreman advised the Committee that Glyn Bailey, Club Secretary, had subsequently informed the Town Council Office that against his advice the work had already started. The Committee were concerned that club members had undertaken the work themselves without permission. The Committee found that the nature of the work required to remedy the breach was not insignificant, therefore the Committee found the Recreation Bowls Club in breach of the lease.

RESOLVED:-

The removal of the defunct boiler by members without permission is a material breach of the Thorpe Recreational Bowls Club lease agreement.

Thomas Foreman will write a letter to the Thorpe Recreational Bowls Club explaining that the Committee found it in material breach of its lease.

Thomas Foreman will seek legal advice as described by the lease agreement.

8. Notice of repayment of 3.5% Government War Stock

The War Bond repayment of £22.94 plus interest from Broadland District Council was noted.

9. Future Agenda Items

Update on the Village Hall construction
Report on the Thorpe Recreation Bowls Club
Update on Event Committee
Current Grounds Staffing Level

Thomas Foreman Town Clerk

Date of next meetings

Town Council and Planning Monday 11th May

Annual and Town Council Monday 21st May