

**Minutes of Finance and Staffing Committee Meeting  
held on Monday 17<sup>th</sup> August 2015**

**1. PRESENT:**

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

**IN ATTENDANCE:** Mr T Foreman (Town Clerk), Mr D Sayer (Town Amenity Officer), Mrs J Fenn (Responsible Financial Officer), 10 Members of the Public

**APOLOGIES FOR ABSENCE**

Miss S Lawn, Mr J Ward

**2. Declarations of Interest**

Mr I Mackie declared an interest in agenda items 7, 8 and 10 as an elected member of Norfolk County Council.

**3. Minutes of Meeting held on 20<sup>th</sup> July 2015.**

Minutes of the meeting held on 20<sup>th</sup> July 2015 were approved and signed as a true record.

**4. Public Session – Limited to 5 minutes per speaker**

Members of the Thorpe Recreation Bowling Club spoke on agenda item 9; the Thorpe Recreation Bowling Club. The Club President outlined the concerns of the club membership with regard to the proposed 3 year new lease period, as matches are often booked well in advance. The Club Chairman provided an overview of the history of the Club and outlined improvements to the building which has been undertaken by the Bowling Club. It was further explained that the Recreation Bowling Club runs with a very tight budget year to year. A Recreation Bowling Club Committee member also expressed his concern about the potential for financial difficulties the new lease might have for the Club.

Mr T Foreman gave a response outlining the need for a new enforceable lease, as the current could bankrupt the Club when enforced. Furthermore the new terms are more generous than many other Bowls Clubs enjoy both nationally and locally. Mr I Mackie explained that the new lease would be on standard local authority terms and that the peppercorn rental is most beneficial to the Bowling Club. Mr J Emsell offered to assist the Bowling Club to increase their membership through advertising and promotion.

**5. Finance**

**i. Summary of Receipts and Payments- 1/4/15- 3/8/15**

The summary of the Receipts and Payments were agreed and noted.

**ii. Variance report**

The Variance Report was agreed and noted.

**iii. Event receipts and payments summary**

The Event receipts and payments summary was agreed and noted.

**iv. Capital receipts and payments summary**

The Capital Receipts and Payments were agreed and noted.

**v. Projects and Earmarked reserves update**

The Project and Earmarked reserves were agreed and noted.

vi. **Village Hall Project-receipts and payments to 3/8/15**

The receipts and payments of the Village Hall Project to 3<sup>rd</sup> August 2015 were agreed and noted.

6. **Staffing and Recruitment**

a. **Amenities Maintenance Operative**

The Finance and Staff Committee reviewed anonymised applications and curriculum vitae for the Amenities Maintenance Operative vacancy. Applications labelled A3 and Ex1 were shortlisted for interview.

b. **Facilities Assistant**

The Finance and Staff Committee reviewed anonymised applications and curriculum vitae for the Facilities Assistant vacancy. Applications labelled B2, B6 and B7 were shortlisted for interview.

c. **Interview and Appointment**

The Committee discussed the membership of the interview panel and when the interviews should take place. Mr I Mackie suggested that two Officers and one Member of the Committee sit on the interview panel. Mr T Foreman suggested that he and Mr D Sayer sit on the panel and asked for a volunteer from the Committee members. Mr F Bowe volunteered to sit on the interview panel. The committee **AGREED** to the proposed composition and delegated the organisation of a suitable date to Mr T Foreman.

7. **Thorpe St Andrew Parks Project**

The Finance and Staff Committee received the Hamson JPA feasibility report for the Thorpe St Andrew Parks Project. The report estimated the cost for the entire project to be between £665,000 and £790,000. The Laundry Lane project could be separated into four phases and delivered over 14 weeks if all the £215,000-£240,000 funding is in place. The Dussindale Park project could be separated into three phases and delivered over 34 weeks if all the £450,000-£550,000 funding is in place. The report also gave options for the delivery of the project; including being delivered as a whole, in phases or as and when funding is available. If delivered as a whole or in large phases, a project manager would be required. If delivered 'as and when', project management might only be necessary for the larger project items such as the skate park. Competitive framework agreement and tender options were provided.

Mr I Mackie explained that there is currently £80,000 earmarked in s.106 money for the project, with additional money for a skate park likely to be available through the Pinebanks development. It was proposed by Mr I Mackie, seconded by Mrs T Mancini-Boyle and on a show of hands with all in favour **RESOLVED** to

- Recommend to the Town Council that the Parks Project be delivered over a 10 year period taking into account the funding requirements
- Recommend to the Town Council manage the project itself and deliver it as and when money is available
- Prioritise works through a survey in the next newsletter asking residents to give their priorities

8. **Construction and Refurbishment of Roxley Village Hall**

Mr T Foreman gave an overview of the Village Hall project to date. It was explained that the new roof would likely be refitted within the next two weeks and the electricity would be reconnected by UK power during the week. This report was noted by the Committee.

**9. Thorpe Recreation Bowling Club**

The Committee received the report suggesting setting timescales for the new lease and considered the comments made within the public session by representatives of the Bowling Club. Mr J Emsell reiterated his offer of support for the Bowling Club to attract new members. Mr I Mackie suggested that changing the terms to a five year lease with a three year break clause as outlined by the Bowls Club representatives might expedite the lease agreement process.

It was proposed by Mr I Mackie, seconded by Mr L Reeves and on a show of hand with all in favour **RESOLVED** to

- Keep the existing proposal for the Bowls Club to take on all costs and maintenance for the Bowls Club building, site and green
- Propose a five year lease with a three year break clause

**10. Update on Event Space and Office move**

Mr D Sayer gave an update on the Event Space. It was explained that a scheme of tree planting had been included within the tree felling permission for the removal of the tree belt. It was estimated that the work will commence at the start of September 2015. Mr T Foreman tabled a draft plan for the Office space within the Fitzmaurice Pavilion. The Committee were pleased with the initial layout. Mr T Foreman stated that he would meet with the building surveyor to finalise the Office plan and then seek quotations.

**11. Ferry to Whitlingham-Report attached**

The Committee received the report relating to the Whitlingham Ferry from Bungalow Lane which had been given a conditional grant of £5,000 in September 2015. The condition of the grant was that the Ferry Service would be operation from April 2015. After seeking an update from the Ferry operator it has been confirmed that the Ferry is yet to be in public service due to problems securing the Public Right of Way across a neighbours garden. The Committee discussed the condition at length and expressed concern that no estimated date for the service was forthcoming, particularly with around two months remaining of the season this year.

It was proposed by Mr I Mackie, seconded by Mrs T Mancini-Boyle and on a show of hands with all in favour **RESOLVED** to

- Request the conditional grant of £5,000 be repaid to the Town Council within 28 days as the condition of the grant had not been met.

**12. Memorial Medals**

This item was deferred to the next Finance and Staff Committee.

**13. Memorial for Local Children**

Mr I Mackie requested that an additional item be added to the agenda relating to the tragic deaths of two local children in the Broads at the Thorpe Marshes. The Committee **AGREED** this request. The Committee expressed shock by the tragedy and extended sympathy to the family of the local children. Mr J Emsell explained that the family are fundraising for the funeral and for a Memorial Bench. Mr D Sayer explained that the cost of a bench would not exceed £400. It was proposed by Mr I Mackie, seconded by Mr L Reeves and with all in favour **RESOLVED** to

- Purchase and install a Memorial Bench for the local children subject to permission from the family and the Wildlife Trust

Mr J Emsell volunteered to visit the family to outline the proposal.

With no other business the meeting closed at 9.25pm.

Date of next meeting: Monday 21<sup>st</sup> September 2015.

Chairman\_\_\_\_\_

Date\_\_\_\_\_