

**Minutes of Finance and Staffing Committee Meeting
held on Monday 20 July 2015**

1. PRESENT:

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

IN ATTENDANCE: Mr T Foreman (Town Clerk), Mr D Sayer (Town Amenity Officer), Mrs J Fenn (Responsible Financial Officer), Mr L Powell (Archant)

APOLOGIES FOR ABSENCE

None

2. Declarations of Interest

Mr I Mackie and Mr J. M. Ward declared an other interest in agenda items 5, 6, 9 and 10 as members of Norfolk County Council

3. Minutes of Meeting held on 15th June 2015.

Minutes of the meeting held on 15th June 2015 were approved and signed as a true record.

4. Public Session – Limited to 5 minutes per speaker

None

5. Update on Parks Project

Mr T Foreman gave an oral report to the committee explaining the current progress of the parks project. It was stated that the topographic survey had been completed and that the findings fit with what has already been produced in the plans. Mark Payne of Hamson JPA has been asked to provide some advice on how to proceed with the project within the feasibility report which is due to be considered at the next Finance and Staff Committee meeting. Mr T Foreman will be meeting Mark Payne at the newly constructed Cromer skate park to further understand the process that was undertaken to complete the facility. Miss S Lawn asked for photos to be taken and for Members to see these at the next meeting, this was accepted and the oral report was noted.

6. Tennis Court at Dussindale Park

The report relating to the Tennis Court at Dussindale Park was considered by the committee. Mr T Foreman explained that quotes have been received to remove the existing fencing around the tennis court and fit new gates to the MUGA. This would result in the existing condemned tennis court being used as a community and picnic area. The existing MUGA would meet accessibility standards and work to create a refurbished MUGA sport facility could continue. The cost of the works was estimated to be £2,600 exc. VAT.

It was proposed by Mr I Mackie, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to proceed with the required fencing works at a cost not to exceed £2,600 exc. VAT to be taken from s.106 money held by Broadland District Council.

7. Update on Event Space Project

An oral report was provided by Mr T Foreman and Mr D Sayer regarding the removal of the tree and scrub belts within the Dussindale Park to create a Town Council event space. Mr D Sayer confirmed that work was due to start in the first two weeks of August 2015. Mr I Mackie asked for local residents to be notified. Mr T Foreman confirmed that letters would be sent to residents surrounding the park and that the local newspapers would feature a story describing the planned works. This report was noted.

8. Enforcement of By-Law

A report was considered outlining the case for employing additional staff to enforce the by-laws within Thorpe St Andrew. Mr D Sayer explained that the current by-laws are out of date and with the new by-laws being written, enforcement was going to become staffing intensive. Mr T Foreman stated that additional tasks including building maintenance could be combined with the enforcement of by-laws.

It was **AGREED** to consider this item in greater detail when setting the budget for the 2016/17 financial year.

9. Town Council Office Move

Mr T Foreman gave an oral report to the committee regarding the proposed Town Council office move agreed at the Town Council Meeting on 6th July 2015. Mr T Foreman explained that plans were currently being produced by Hamson JPA who hold existing plans for the building through their role as surveyors. Mr T Foreman showed the committee the proposed space and explained the overall layout in greater detail. The committee noted this report.

10. Update on Village Hall construction and refurbishment

An update on the construction and refurbishment of the Village Hall was given to the committee by Mr T Foreman. It was explained that UK Power were due to reconnect the site in the coming weeks as the electricity was disconnected due to an unstable feed. The roof was being removed and replaced the following week. The committee noted this report.

11. Report of the Internal Auditor

The report of the internal auditor was considered by the committee. The committee discussed the Town Councils response and the changes to the committee delegated powers were noted. The committee **AGREED** to act upon the points highlighted by the internal auditor and echoed by the Town Council.

12. Thorpe Recreation Bowls Club

A report relating to a letter received from the Recreation Bowls Club was considered by the committee. The report explained that in lieu of action related to the breach of lease, the Recreation Bowls Club were offered a new agreement whereby the Bowls Club undertook all costs associated with the upkeep of the building and green in return for a peppercorn rental. Mr T Foreman explained that this was a standard agreement in line with most local authority asset agreements. The committee considered the clarity requested by the Bowls Club. It was proposed by Mr I Mackie, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to ask the Town Clerk to write to the Recreation Bowls Club explaining:

- The Town Council would contribute half the cost of a building survey in order to benchmark the buildings condition prior to the new lease
- The building met the required building regulations when it was built. The Health and Safety and accessibility of the building is the responsibility of the tenant, but no issues has previously been raised and recent paving works had improved accessibility.

- That consideration of any current issues related to the building would be undertaken following the building survey.

With no other business the meeting closed at 8.45pm.

Date of next meeting: Monday 17th August 2015.

Chairman_____

Date_____