

**Minutes of Finance and Staffing Committee Meeting  
held on Monday 15 June 2015**

**1. Election of Committee Chairman and Vice-Chairman**

Mr I Mackie was nominated as Chairman by Mr J Ward and seconded by Miss S Lawn. On a show of hands with all in favour, Mr I Mackie was duly elected Chairman

Miss S Lawn was nominated as Vice-Chairman by Mr I Mackie, seconded by Mrs Mancini-Boyle. On a show of hands with all in favour, Miss S Lawn was duly elected as Vice-Chairman

**2. 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), Mrs E. Smith (F.O.T.S.A.P).

**APOLOGIES FOR ABSENCE**

None

**3. Declarations of Interest**

Mr I Mackie and Mr J. M. Ward declared an other interest in agenda item 11 as members of Norfolk County Council

**4. a. Minutes of Meeting held on 27<sup>th</sup> April 2015.**

Minutes of the meeting held on 27<sup>th</sup> April 2015 were approved and signed as a true record.

**b. Amended Minutes of Meeting held on 19<sup>th</sup> January 2015**

Amended minutes of the meeting held on 19<sup>th</sup> January 2015 were approved and signed as a true record.

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

None

**6. Work Experience Application**

The Committee considered the curriculum vitae and cover letter from a Thorpe High School student requesting a work experience placement. A report outlining potential duties and health and safety considerations for the prospective work experience student was received by the Committee.

**RESOLVED:** To approve the work experience request.

**7. Staffing Provision**

**a. Future Staffing**

The Committee received the report outlining the current grounds and amenities staffing position. It was explained that additional capacity was required to undertake grounds maintenance given the additional work being delegated to the grounds section in the coming years. Mr I Mackie suggested that the Grounds Maintenance Operative role would need to include support events in addition to the general duties attributable to the job description. Miss S Lawn asked about the anticipated salary. Mr T Foreman explained that the role was

comparable to the Groundsman and would be significantly different from the previous Senior Groundsman role and this should be reflected in the salary scale.

Proposed by Mr I Mackie, seconded by Miss S Lawn and on a show of hands with all in favour it was **RESOLVED:**

- To advertise for the role of Grounds Maintenance Operative on a salary scale of £14,500 to £17,500.
- Delegate the compilation of the Job Description, Person Specification and advert to the Town Clerk
- Place the advert in early July for a start date between September and November

#### **b. Current staffing hours**

Miss S Lawn gave an oral report describing the extra hours currently accrued by the Town Council staff. Mr T Foreman explained that two members of staff had accrued up to 30 hours to date. Miss S Lawn stated that she would like staff to be given a choice to either be paid for all the current extra hours accrued or be paid for some of the hours and bank up to 15 additional hours to be used as part of flexible working. Mr T Foreman explained that as the only national scaled member of staff he would not expect to be paid for the additional hours. Mr I Mackie explained that the additional hours accrued by Mr T Foreman are used to supplement his public duty leave.

Proposed by Miss S Lawn, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED:**

- To give staff, with the exception of the Town Clerk, the choice to be paid for all the current additional hours worked or bank up to 15 hours and be paid for remaining balance hours and set a maximum of 15 hours to be carried over each month. The Town Clerk will use additional hours for supplementing public duty leave.
- To allow flexible working for all staff, with a limit of 2 full days' time in lieu leave in any calendar month.

### **8. Review of Town Amenity and Building Space**

Mr T Foreman and Mr D Sayer gave an overview of the report on amenity and building space. The report explained that there was a need for a dedicated event space, that the existing Dussindale Park tennis court had been deemed unfit for sporting use by the tennis court maintenance contractor and that in establishing an event space a changing room within the Fitzmaurice Pavilion would be surplus to requirements and could be converted into office space.

Mr D Sayer explained that the cost for repair at the Laundry Lane site following events was currently excessive in cost and time. By relocating the junior football pitch from Dussindale Park to Laundry Lane recreation ground, removing the tree and scrub belts at Dussindale Park and replanting them, and relocating the existing tennis court to the current MUGA area on the same park, a dedicated event space would be created. The cost of the required tree and shrub work is estimated to be £3,500-£4,000 which could be taken from the Tree Management budget line.

Mr I Mackie asked for the cost of the refurbishing the tennis court in its current location and relocating it to the MUGA area. Mr T Foreman explained that the refurbishment was estimated to be in excess of £25,000 due to the need for drainage, a protective membrane and resurfacing. The cost of relocating the tennis court was estimated to be £5,500-£6,000.

Miss S Lawn explained that there was a need for a dedicated event space and Mr J Emsell stated that all the events would be easier to organise on the Dussindale Site.

Mr J Ward asked whether moving the office to the Fitzmaurice Pavilion would impact upon income through the loss of a changing room. Mr D Sayer explained that the football pitch would be moved to the Laundry Lane site and as such the income would continue to be generated from there. Mr T Foreman stated that by moving the office to the Fitzmaurice Pavilion the Council would save money on the rent currently paid and give the Council a permanent presence on the Dussindale Park site.

Proposed by Mr I Mackie, seconded by Mr J Ward and on a show of hands with all in favour it was **RESOLVED**:

- To remove the required tree and scrub belts on Dussindale Park and establish an event space, subject to an arboricultural assessment. The cost not to exceed £4,000 and to be taken from the Tree Management budget line.
- To relocate the tennis court to the MUGA and create a 5-a-side/tennis/cardio-tennis court. The cost not to exceed £6,000 and to be taken from the s.106 budget currently held by Broadland District Council.
- The Town Clerk to seek quotations for the work to be undertaken for changing the Fitzmaurice Pavilion changing room into office space. These quotes and the proposal to move the Town Council office to be taken to the Town Council meeting.

#### **9. Fitzmaurice Pavilion rationalisation of curtains**

Mr T Foreman presented a report detailing the £250-£300 cost of cleaning the existing curtains in the Fitzmaurice Pavilion. The report provided quotes for glass film covering which would provide UV protection on exterior windows and privacy screening on interior windows for £338 exc.VAT. Mr T Foreman explained that the film has a 10 year guarantee and 20 year life expectancy, however the curtains would require cleaning on a regular basis. Mr T Foreman stated that the glass film covering would therefore provide an ongoing saving through the low maintenance cost. Mr D Sayer provided samples of the glass film covering for members to examine.

Proposed by Mr I Mackie, seconded by Mrs Mancini-Boyle with all in favour it was **RESOLVED**: To replace the curtains in the Fitzmaurice Pavilion with glass film covering at a cost of £338.00 exc. VAT

#### **10. Thorpe Recreation Bowls Club Breach of Lease**

Mr T Foreman outlined normal local authority practices with regard to lease agreements. Mr I Mackie summarised the options as either the Bowls Club pay a peppercorn rent and take responsibility for all interior and exterior maintenance, running costs and insurances or the Town Council manage and run the building leasing to clubs and groups as is the case with other Town Council assets.

Proposed by Mr L Reeves, seconded by Mr I Mackie and on a show of hands it was **RESOLVED**:

- To request the Bowls Club pay a peppercorn rent. In return the Bowls Club would be required to take on all insurance, maintenance, utility, running costs and all other costs association with the building. The lease to run for a period of 3 years.
- To delegate meeting with the Bowls Club to the Town Clerk to ensure timely progress is achieved.

#### **11. Construction and Refurbishment of Roxley Village Hall**

The committee considered the report regarding the aesthetics and additional cost of the Roxley Village Hall construction and refurbishment project. Thomas Foreman explained that the colour combinations for the building would need to be compliant with the Disability Discrimination Act. The committee was also asked to decide upon the colour and style of the new roof. With regard to the cost of the roof support work and the piling it was explained that until the work the total combined cost is unknown, however the project manager has explained the cost will fall below the £10,000 committee limit. All costs are subject to scrutiny by the Town Clerk and contract administrator.

Proposed by Mr I Mackie, seconded by Mr J Ward and on a show of hands with all in favour it was **RESOLVED**:

- The Village Hall colour scheme will be magnolia walls, white skirting boards, and navy blue doors with chrome handles. The exterior of the building will be white with navy blue detailing.
- The roof will be profile 38/914R-Navy blue metal roof cladding

- The piling and roof support work to be taken from the contingency fund at a cost not to exceed £10,000 and monitored by the Town Clerk and contract administrator

## 12. Thorpe St Andrew Parks Project

The committee considered the report regarding the need for a topographical survey of the areas included within the parks project on Dussindale Park and the Laundry Lane recreation ground. Thomas Foreman explained that a topographical survey would be required prior to any construction work being undertaken for the project and that the information would ensure greater accuracy for the feasibility report coming to committee in August 2015.

It was proposed by Mr J Ward, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED:** To undertake a topographic survey of the park project areas at a cost not to exceed £2000. This cost will be added to the overall parks project, funded through s.106.

## 13. Cost of Plumstead Road Bus Shelter

Thomas Foreman presented a report outlining the damage to the Plumstead Road bus shelter. It was explained that the cost of repair is £1122.10 due to the bend and snapped metal legs and supports.

It was proposed by Mr I Mackie and seconded by Mr J Emsell and on a show of hands with all in favour **RESOLVED:** To have the repairs to the Plumstead Road bus shelter undertaken at a cost of £1122.10 and register as a claim to the Town Council insurers.

## 14. Finance

The Responsible Financial Officer presented the finance papers to the committee.

- i. **Summary of cost centres 01/04/15-01/06/15**  
The summary of the cost centres was noted.
- ii. **Summary of all codes 01/04/15-01/06/15**  
The summary of all codes was noted.
- iii. **Variance notes**  
The variance notes were noted by the committee.
- iv. **Capital spending report**  
The capital spending report was noted.
- v. **Projects, Reserves, Grants**  
The projects, reserves and grants were noted
- vi. **Event receipts and payments summary**  
The event receipts and payments summary was noted
- vii. **Request from Thorpe Toddlers**

The committee considered the request by Thorpe Toddlers to have the one month free rental of the Village Hall in May instead of when the Village Hall reopens in October. This is due to the cost of removing and relocating to new premises while the work is ongoing.

**RESOLVED:** The Thorpe Toddler group will have hire fees of May free of charge, instead of the month following the re-opening of the Village Hall. If the Toddler Group do not return to the Village Hall after the refurbishment, they will become liable for the May letting cost.

## 15. Town Clerk probation Period

The committee considered the performance of the Town Clerk during the probationary period. The Town Clerk left the room for consideration of this item.

On a show of hands with all in favour it was **RESOLVED:** To confirm the appointment of the Town Clerk and end the probationary period.

With no other business the meeting closed at 9.30pm. Date of next meeting: Monday 20<sup>th</sup> July 2015.

Chairman\_\_\_\_\_