

**Minutes of Finance and Staffing Committee Meeting  
held on 19<sup>th</sup> October 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), Mrs J Fenn (Responsible Financial Officer, Mr J Calver (Groundsman)

**APOLOGIES FOR ABSENCE**

None

**2. Declarations of Interest**

Mr I Mackie and Mr J Ward declared an other interest in Item 6 Village Hall update and flooring as County Members.

Mr L Reeves declared an other interest in Item 7 Building Condition Survey, Bowls Club as a Director of Morton Reeves who undertook the survey at no cost.

**3. Minutes of Meeting held on Monday 21<sup>st</sup> September 2015**

Minutes of the meeting held on Monday 21<sup>st</sup> September 2015 were approved and signed as a true record.

**4. Public Session – Limited to 3 minutes per speaker**

None

**5. Finance**

**i. Summary of Receipts and Payments 01/04/15 to 05/10/15**

Mrs J Fenn explained that due to the Village Hall project, the Capital Spending line was overspent, but the capital was in place to cover this. The Summary of Receipts and Payments 01/04/15 to 05/10/15 was noted.

**ii. Summary of Cost Centre and Codes**

The Summary of Cost Centre and Codes was noted.

**iii. Variance Report**

The Variance Report was noted.

**iv. Summary of Capital Spending Payments and Receipts**

The Summary of Capital Spending Payments and Receipts was noted.

**v. Project Update**

The update of the projects line was noted.

**vi. Village Hall Project update**

The Village Hall Project update was noted.

**vii. Events Payments and Receipts**

The Events Payments and Receipts was noted.

**6. Village Hall Update and Flooring**

The Committee were provided with samples of the types of flooring which had been chosen for the Village Hall. Mr T Foreman explained that the flooring contractor had asked for a colour scheme to be chosen from the samples provided. It was **AGREED** that:

- The kitchen/toilet areas are to be Moonstone

- The main hall is to be Natural wood
- The carpeted area is to be Blue Moon
- The entrance areas are to be Dark Blue matting

Updating the Committee on the project Mr T Foreman explained that a door and glass light panel in the main hall had been omitted from the plans to save cost as the glass light panel would not add any additional light due to the window locations. The door was not required due to letting arrangements. The Committee supported these omissions. Mr T Foreman explained that the Village Hall was likely to be open from the beginning of December 2015. The Committee **AGREED** to ask the Events and Media Committee to consider a reopening celebration to coincide with Burns Night 2016.

#### 7. **Building Condition Survey, Bowls Club**

The condition survey and report for the Bowls Club building undertaken by Morton Reeves Estate Agents was reviewed by the Committee. Mr L Reeves stated that the report contained a great number of photos as these provided a greater level of detail. The Committee expressed its gratitude to Mr L Reeves for the comprehensive report. It was **AGREED** for the Town Clerk to sign the survey as a true representation, subject to any changes proposed by the Bowls Club which are acceptable to both the Town Clerk and Mr L Reeves.

#### 8. **Town Council Appraisal Pack and Priorities**

The report on proposed changes to the staff appraisal forms were explained to the Committee by Mr T Foreman. In previous years a half page appraisal was undertaken annually, often without a formal appraisal meeting taking place. Mr T Foreman stated that the new pack would include a 6 month review and would contain universal priorities for the staff, which form part of the corporate objectives of the Town Council for the next five years. Mr I Mackie stated support for the new layout of the appraisal document as it provided greater detail and information on staffing needs. Miss S Lawn asked for greater information on training needs. Mr T Foreman explained that these would be identified through the process, but were dependent upon finance being available for the courses. Miss S Lawn supported this process as staff training had led to significant savings on the recent newsletter. It was **AGREED** for the new appraisal forms to be used with the following headline priorities for all staff:

- Putting our Customers First
- Supporting the Executive Function of the Council
- Getting Things Done
- Time Management
- Making the Most of Council Resources
- Taking Personal Responsibility (including Professional Development)

#### 9. **Work Experience Request**

The Committee considered the request from a 16 year old student of Thorpe St Andrew Six Form College for work experience. The Town Clerk explained that the interest and experience would be beneficial to the projects that are currently being undertaken within the Town Council Office. Mr I Mackie expressed his support for the application, as the Town Council has a strong track record of supporting students seeking voluntary work. It was **AGREED** for the application to be approved.

#### 10. **Update on Staffing**

Mr T Foreman provided an oral update to the Committee regarding staffing. Mr J Calver, who was in attendance, had started with the Town Council earlier that day. Mr Calver was welcomed by the Committee. With regard to the vacant Facilities Assistant post, application were being sought and interviews would be taking place in early November 2015. The Committee noted this report.

**11. Keys to Town Council Buildings**

Mr T Foreman provided an update on an agenda item from the previous Finance and Staff Committee meeting in September. At the last meeting a cost not to exceed £2,000 was agreed for a new suite of keys across all Town Council buildings. Following a review of the doors required across the sites and various quotations it was found that £2,000 would not be sufficient for all buildings. Mr T Foreman explained that it was estimated to cost £3,200 for the required works, but it was hoped some negotiation would bring this cost down. It was proposed by Mr I Mackie and seconded by Mrs Mancini Boyle and on a show of hands with all in favour **RESOLVED** for a new suite of locks to be installed across all Town Council buildings at a cost not to exceed £3,200.

With no other business the meeting closed at 9.10pm.

Date of next meeting: 16<sup>th</sup> November 2015

Chairman\_\_\_\_\_

Date\_\_\_\_\_