

**Minutes of Finance and Staffing Committee Meeting
held on 21st March 2016**

1. PRESENT:

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

IN ATTENDANCE: Mr T Foreman (Town Clerk), Jeanine Fenn (Deputy Clerk and RFO), Darrin Sayer (Town Amenities Officer)

APOLOGIES FOR ABSENCE

Mr J. Ward, Mr L Reeves

2. Declarations of Interest

None

3. Minutes of Meeting held on 18th January 2016

Minutes of the meeting held on 18th January 2016 were approved and signed as a true record.

4. Public Session – Limited to 3 minutes per speaker

5. Finance

i. Summary of Receipts and Payments

The summary of receipts and payments was considered and noted.

ii. Summary of cost centre and codes

Mrs J Fenn provided an overview of the summary of cost centre and codes. It was agreed that the funds for the allotments be earmarked for additional storage containers planned for the sites. The capital balance of £5,911 for street lights was agreed by the Committee to be earmarked towards the cost of the River Green project. If the contingency fund for the 2015/16 totalling £5,550 is not used it will be placed in capital reserves.

The remaining balance of £2,403 for delegated verge cutting will be earmarked for verge improvement with a quote expected from Norfolk County Council for this work.

The balance of underspend on the Dussindale Park and Fitzmaurice Pavilion cost code will be earmarked towards the five year building maintenance plan.

The Newsletter cost code will be encompassed in the Events code in 2016/17 and any underspends will be earmarked for communication and future resident publications.

Underspend on the s.137 payments and donations will be earmarked for supporting the local charities in 2016/17.

The underspend on the website cost code will be earmarked for the upgrade to the Councils website and email hosting in 2016/17.

iii. Cost centre variance report

The cost centre variance report was considered and noted.

iv. Capital spend

The capital spend report was considered and noted.

v. Events – income and expenditure

The receipts and payments for the Events were considered and noted.

vi. Earmarked Reserves – Projects – Grants, New Homes Bonus, s106

The earmarked reserves were considered by the committee.

It was agreed that the total earmarked sum for allotment containers be increased from £3,500 to £3,700.

In addition the £8,000 for the River Green project will be earmarked for the project again in 2016/17 alongside the additional £5,911 from the streetlight underspend. The remaining CIL income totalling £1,491.76 will be allocated towards the bus shelter agreed by Town Council for Dussindale Drive.

The Committee agreed the earmarked reserves.

vii. Annual Review of the effectiveness of internal audit

The annual review of effectiveness of internal audit was approved by the Committee.

viii. Annual Review of the effectiveness of internal control

The annual effectiveness of internal control was approved by the Committee.

ix. Annual Review of TSATC Financial Regulations

The financial regulations were approved by the Committee

x. Annual Review of RFO Job Description

The Responsible Financial Officer job description was reviewed and agreed with no amendments.

xi. Annual Review of Risk Assessments

Mrs J Fenn gave an oral update on the annual review of risk assessments, these were agreed by the Committee.

xii. Buildings and Amenities Projected spend 2016/17, 2017/18, 2018/19, 2019/20

The Committee considered the proposed building and amenities 5 year plan. It was agreed that the plan was required and the maintenance deficit of £5000 which was the difference between the budget and estimated spend is to be funded from Capital spend.

6. Request for Funding – Thorpe Ferry Ltd.

The Committee considered the request for funding from Thorpe Ferry Ltd. There was discussion relating to the repayment of the conditional grant from Thorpe Ferry Ltd and the plans outlined by the company. The committee **REJECTED** the funding request.

7. River Green Flower Pole Project

Mr D Sayer provided an overview of the River Green project and highlighted the options for the location, size and design of the proposed flower and light poles. Miss S Lawn explained that the height of the poles should be at least the same as the current poles in place. Mr I Mackie asked that the flower poles should be spaced to cover the full length of River Green rather than the current number which only cover half the distance. Mr I Mackie identified the pavement as the best position for the poles given the root and conservation restrictions on River Green highlighted in the report. The committee requested that quotations for 4 metre poles with 40w lamps to be located on the pavement be bought to Finance and Staff before progressing to the Town Council.

8. Sponsorship Opportunities

Mr T Foreman provided an overview of sponsorship opportunities available to the Council based on best practice examples from principle and Town Council's across the UK. Mr I Mackie explained that there was a need to look for support in funding services and Miss S Lawn felt that event sponsorship would be a positive step for businesses to promote their services. It was proposed by Mr I Mackie, seconded by Miss S Lawn and on a show of hands

with all in favour **RESOLVED** for the following sponsorship options to be made available to local businesses:

- Event sponsorship
- Park Project sponsorship
- Bus Shelter sponsorship
- Tree planting sponsorship
- Hanging basket and Planter sponsorship
- Commercial vehicle and trailer sponsorship
- Noticeboard sponsorship (subject to planning restrictions)
- Litter bin sponsorship in parks
- Uniform sponsorship
- Park fencing sponsorship

With the arrangement of the sponsorship delegated to the Town Clerk and final approval of the sponsors to be given by the Finance and Staff Committee

Future agenda items: Parks project, River Green project, Town Hall developments

With no other business the meeting closed at 20.45 hrs

Date of next meeting: 18th April 2016

Chairman_____

Date_____