

**Thorpe St Andrew Town Council**

**Minutes of the Finance and Staff Committee meeting**

**held on 21 November 2016 at 7.30pm**

**1 Present:**

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

**Apologies:**

Mr I Mackie Mr L Reeves

**In attendance:**

Mr T Foreman Mr D Sayer Mrs D Matthews  
(Town Clerk) (Parks and Estates Manager) (Committee Officer)

**2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Member	Minute No & Item
Mr J Ward	6 - NCC Disposal of Land on Pound Lane, Thorpe St Andrew

**3 MINUTES**

The Minutes of the meeting held on 17 October 2016 were agreed and signed as a true record.

**4 PUBLIC SESSION (limited to 3 minutes per speaker)**

No members of the public were present.

**5 PROPOSAL FOR A PARKS DEFIBRILLATOR**

The Clerk to the Council reported that he was still waiting for information on costs for a defibrillator and for confirmation of the funds raised from the Fireworks event which would be used to fund the purchase. It was likely the costs would be between £1400 and £2200 and he sought Members support to continue in principle with the acquisition of a defibrillator subject to confirmation of costings and funding and to recommend the Town Council accordingly. In response to a question, it was confirmed that, on making a 999 call, the caller would be guided through the process of using a defibrillator and the machine also guided users through the process of administering treatment. No specialist training was necessary. Members felt it would be helpful to arrange a demonstration of use of a defibrillator. There was support for the principle of acquiring a defibrillator and it was

**RESOLVED** to recommend the Town Council to continue with the acquisition of a defibrillator subject to confirmation of costings and funding and that a demonstration of a machine be arranged.

## 6 NCC DISPOSAL OF LAND ON POUND LANE, THORPE ST ANDREW

The Clerk to the Council reported that the Town Council had been asked by the County Council if it wished to express an interest in purchasing a small area of land on Pound Lane – the land was shown edged red on the plan sent to members. The Town Council had previously been granted consent to place a bus shelter on the land. The County Council was required to obtain best value for the land and if interested the Town Council would need to engage a valuer. An inspection of the land had identified that a number of trees on the land were in need of essential maintenance work. The nature of the piece of land was such that it did not lend itself to any useful purpose and had indeed been the subject of fly-tipping. Having regard to the costs of carrying out immediate and ongoing maintenance of the land and its limited potential use, members did not feel there was any merit in purchasing the land. They would however be minded to accept the land if it was transferred to the Town Council free of charge with all essential maintenance work carried out prior to transfer and a sum of money transferred to allow for ongoing maintenance of the land for an agreed period of time.

**RESOLVED** to advise the County Council that there was no interest from the Town Council in purchasing the land but that the Town Council would be minded to accept the land if it was transferred to the Town Council free of charge with all essential maintenance work carried out prior to transfer and a sum of money transferred to allow for ongoing maintenance of the land for an agreed period of time.

## 7 FORD RANGER PURCHASE

The Clerk to the Town Council reported that investigations into the cost of purchasing the Ford Ranger currently leased by the Town Council had concluded that it was more financially viable to lease a new vehicle. The cost of purchasing the Ranger would be between £10,000 and £14,000 in addition to ongoing maintenance and repair costs. A new vehicle could be leased for less than was being paid for the current vehicle. There would be a need to transfer funds between budgets to allow for the leasing of the vehicle. It was

**RESOLVED** to recommend the Town Council to not proceed with the purchase of the Ford Ranger but to lease a new “straight back” replacement vehicle.

## 8 ROXLEY HALL CARPARK

The Clerk to the Town Council reported that, following complaints about the condition of the carpark, consideration had been given to options for improving the carpark. Members noted that a formal tarmacadam surface would be too costly but that

modest improvements could be undertaken. It was suggested that a resurfacing of gravel be used together with sleepers at the far end to help avoid rain water washing the gravel away. It was estimated that this work could be carried out for less than £500. It was noted that the works could be carried out early in the New Year.

The Clerk went on to report that he was currently investigating an incident in which a hall user had apparently fallen on the carpark the previous week and he undertook to keep Members informed of progress with the incident. In the mean time it was felt prudent to close the carpark to use by hirers of the hall and that it only be used by staff and councillors.

**RESOLVED** to proceed with the modest improvements to the carpark early in the New Year including new gravel and sleepers and that in the mean-time the carpark be closed to hall hirers.

## **9 RECOGNITION OF STAFFING AT EVENTS**

[Mr Sayer - The Parks and Estates Manager, left the meeting for this item.]

The Chairman referred to work being undertaken by staff outside their normal working arrangements to help with organised events and to respond to emergencies and the need to acknowledge the value placed on the willingness of staff to undertake this work. It appeared that there was currently no allowance made for work undertaken in the evenings or at weekends and she suggested that there was a need to recognise that the Council had a good team of staff who were willing to help out and should be recompensed for working antisocial hours when required. She suggested that staff be allowed to claim time and a half or claim time off in lieu (at time and a half) when the hours worked were after 8pm on an evening or during a Saturday or Sunday. Other members supported this suggestion noting that the arrangement would not apply to the Clerk to the Town Council who was employed under a national pay scheme nor the Committee Officer when working Monday evenings. The carrying out of work in the evenings and at weekends and the arrangements for reimbursement was subject to authorisation and management by the Clerk. It was proposed by the Chairman, seconded by Mrs Mancini-Boyle and duly

**RESOLVED** that

- (i) staff be allowed to claim time and a half or claim time off in lieu (at time and a half) when the hours worked were after 8pm on an evening or during a Saturday or Sunday;
- (ii) the carrying out of work in the evenings and at weekends and the arrangements for reimbursement was subject to authorisation and management by the Clerk.

**10 DATE OF NEXT MEETING**

It was agreed to cancel the meeting scheduled for 19 December 2019 and that the next scheduled meeting would therefore be on 16 January 2017.

*The meeting closed at 8.20pm*

Signed: .....

Dated: .....

DRAFT