

Thorpe St Andrew Town Council Meeting

Minutes of the meeting held on Monday 6 July 2015

51. Present: Mr J Ward (Town Mayor) Mr R Robson
Mr J Fisher Miss S Lawn
Mrs J Fisher Mr P Berry
Mr D Sears Mr F Bowe
Mr N Hancock

Apologies: Mr I Mackie, Mr J Emsell, Mr M Pickess, Mr R Wooden, Mr L Reeves, Mr N Shaw, Mrs T Mancini-Boyle

In attendance: Mr T. Foreman (Town Clerk), Mrs F Bass (Assistant Clerk) and Mr P Atkinson (LANPRO).

52. Declarations of interest: None.

53. To confirm the minutes of the Town Council meeting 1 June 2015.

The minutes of the Town Council meeting held on 1 June 2015 were agreed and signed as a true record.

54. Announcements:

i. The Town Mayor

The Town Mayor gave a report of his activities for June. The report outlined the duties the Town Mayor had undertaken including Tree Walks, opening the Town House Public House, the Summer Event and Teddy Bears Picnic, raising the flag for Armed Forces Week, celebrating the 60th Anniversary of the ST Williams Way library and attending the Thorpe Branch Royal British Legion garden party. This report was noted.

ii. The Town Clerk

The Town Clerk gave a monthly update to the Town Council. It was explained that the Village Hall project currently has a finish date in November, further details would be given when they are known. The Town Clerk had also had meetings with the contractor on site and the Thorpe Players regarding their electrical installation. This report was noted.

55. Public Participation

It was proposed by Mr Ward, seconded by Mr Fisher and agreed with all in favour to suspend the meeting for public participation.

i. Norfolk Constabulary

PC Philips presented the Town Council with the crime statistics for June. Following an overview of the figures, PC Philips was asked by Mr Robson about thefts from vehicles. PC Philips confirmed that a number of thefts had taken place from white vans within the Town. Mr Robson stated that this was a trend across Norfolk. The crime report was noted.

ii. County and District Councillors

The report for the County and District by Mr Ward was noted.

iii. Members of the Public

None

56. Finance

i. Payments list: Vouchers 244-348 totalling £27,684.23

The payments list was agreed and signed

ii. Bank Reconciliation

The Bank Reconciliation was agreed and signed

57. Tree wardens report

The report of the Tree Warden was considered and noted.

58. Draft Minutes of Committee Meetings

i. Plans Meeting 8 June 2015

The Plans Committee minutes were noted.

ii. Finance and Staff Meeting 15 June 2015

Mr Ward asked that the minutes be changed to reflect that the payment of staff for additional hours would be a one-off payment. This was agreed and the Finance and Staff minutes were noted.

iii. Events Meeting 10 June 2015

Minutes of the Events and Media Working Group were noted.

59. Update on SAM2 signs

The Town Clerk gave an oral report on the SAM2 signs which were purchased under the Parish Partnership Fund initiative with Norfolk County Council. It was explained that due a technical fault the signs were returned to the manufacturer for a short time, but were currently in place on the Ring Road and are due to be taken down within the week. Information gathered from this site will be presented at the next Town Council meeting in August. The oral report was noted.

60. Presentation on Salhouse Road development from LANPRO

Philip Atkinson of LANPRO gave an overview of the GT7 development. It was explained by Mr Atkinson that the majority of development will take place on the land of neighbouring authorities. Mr Fisher asked if the building designs were final, as he felt they were not what he believed to be current best practice. Mr Atkinson confirmed that the current designs were indicative, but not finalised. The report of LANPRO was noted.

61. Establishment of Events and Media Committee

A report for the establishment of an Events and Media Committee was considered by the Town council. It was explained that the current working group arrangement does not suitably reflect the level of responsibility, transparency and financial spend required by the group. Miss Lawn explained that the events had grown and become more successful and so it made sense to give committee status.

It was proposed by Miss Lawn and seconded by Mr Robson and on a show of hands with all in favour **RESOLVED:**

- To establish an Events and Media Committee with the following terms of reference:
 - To organise recreational events with a budget set and agreed with the Town Council.
 - To put forward a budget for the Committee's proposed recreational activities in the following financial year to meet any deadline set by the Town Council.
 - To ensure meetings are held to discuss the format, timings, staffing and health and safety issues at each event.
 - To ensure that the Thorpe St Andrew News is produced
 - To ensure that meetings are held to discuss the content of each issue well in advance of the publication date, to allow for compilation, printing and distribution.
 - To negotiate and determine the cost of production and delivery for the council and to ensure that this is allowed for in the yearly budget.
 - To try and ensure that there are sufficient volunteers available to distribute the Town Council News throughout Thorpe St Andrew and where a shortfall occurs to employ deliverers as required.

- To review and evaluate the content of the town council website and to ensure that it is updated regularly.
- To provide a platform to represent the views of local people and to advertise events in Thorpe St Andrew.
- To coordinate and approve publicity material where appropriate including the Town Council Christmas cards and the Town Council calendar.
- To give a delegated spend limit of £6,000 per event with no more than this amount per meeting overall.

62. Membership of Committees

Since the committee membership allocation at the Annual Town Council in May 2015, Councillors had asked to join committees. Mr N Hancock was confirmed as a member of the Plans Committee and Mrs Fisher was confirmed as a member of the Plans committee. All existing memberships remained unchanged. The members of the Events and Media Working Group were all re-selected for the Events and Media Committee.

63. Report of the Internal Auditor

The report of the internal auditor, Mrs Pauline James, was considered. The report was for the financial year ending 31st March 2015. The Town Council were pleased that the internal auditor found no problem with the accounts and asked its appreciation be given to the Responsible Financial Officer. The Town Council reviewed the issues found within the minutes. It was proposed by Mr Ward, seconded by Mr Fisher and on a show of hands with all in favour **RESOLVED** to provide the following response to the internal auditor:

- With regard to the £3000 prize to Lara Hall, the Town Council used s.137 (LGA 1972) for this payment. As this does not appear in the minutes, the Town Council instructs that all minutes outlining irregular payments will include the power under which it has been issued.
- The £80,000 parks project funds allocation should have been a feature of the agenda and appear in the minutes as such. The Town Council instructs that all items with this level of spend and allocation appear on the Town Council agenda.
- The £5,000 donation to the Thorpe Ferry was made under s.137 (LGA 1972) but this is not reflected in the accounts. To prevent this from occurring the Town Council instructs that copies of minutes describing the powers used be circulated to the Responsible Financial Officer prior to payments being made.
- That the Finance and Staff Committee have a spending limit of £15,000 per meeting across all projects and a limit of £10,000 overall for any one project. The Town Council instructs that the agenda for the Finance and Staff Committee will be managed to ensure that the majority of work is undertaken by the Town Council rather than it 'noting' the work of the committee.
- That the Town Council will agree to any absences and reasons for absence formally at each meeting.
- The Town Council accepts that the current General Fund, Capital Reserve and Earmarked Reserves require additional monies and that a forecast for the repair and/or replacement of Council assets should be reflected within the accounts. The Town Council are committed to raising the precept to meet this requirement and will produce a forecast for asset repair and/or replacement in the next budget.
- The standing orders have been updated and will be considered at the August Town Council meeting.

64. Relocation of Town Council Office

The report proposing the Town Council office from the Dussindale Centre to the Fitzmaurice Pavilion was discussed. It was explained by the Town Clerk that the move would be achieved through the creation of an event space on the Dussindale Park and transfer of a football pitch to the Landry Lane Recreation Ground. One set of changing rooms would be surplus to requirements and could be converted into office space. Currently the Town Council pay commercial rent to the Dussindale Centre which would be a financial saving if the office relocated to a Town Council owned building. Mrs Fisher stated that the move would be need to be in the interest of the residents. Mrs Lawn expressed her support for the project as the location has good car parking and transport links on Pound Lane. The Town Clerk explained that there would be a community benefit as the current Town Council office space at the Dussindale Centre could be used for lettings as a meeting room, which are in short supply within the Town. In addition the Town Council staff would not be relied upon to manage any issues at the Dussindale Centre on a day-to-day basis. Miss Lawn asked for a record to be kept of residents and Dussindale Centre users who attend the Town Council office over the next month. Mr Ward enquired about the cost of getting plans for the office space drawn up. The Town Clerk explained that the cost of having detailed plans for building regulations and builder quotations is £1,200 plus VAT and £150 plus VAT for the building regulations fee. It was proposed by Mr Ward, seconded by Mr Sears and on a show of hands with all in favour **RESOLVED** to:

- Have detailed plans drawn up for the conversion of one set of changing rooms at the Fitzmaurice Pavilion into Office space for the Town Council at a cost of not more than £1,200 plus VAT. A further £150 plus VAT will be given for the building regulation fee.

65. Current Amenity and Grounds Staffing

The Town Clerk explained that the Finance and Staff Committee had reviewed the level of Amenities staffing and found a full time Amenities Maintenance Assistant was required. Due to the ongoing cost of this post, the decision to appoint and to allocate funds is required to be agreed by the Town Council. Miss Lawn explained that currently the Amenities staff are working extra hours to cover the required work. The Town Clerk explained that salary scale for the post would be £14,500-£17,500 for 37 hours per week. To fund this post in year it was proposed by the Town Clerk that £4,000 could be drawn from the election fund and £5,500 from the contingency fund; totalling £9,500.

It was proposed by Miss Lawn, seconded by Mr Bowe and on a show of hands with all in favour **RESOLVED**:

- To advertise and appoint an Amenities Maintenance Assistant with a salary scale of £14,500-£17,500
- To draw £4,000 from the election fund and £5,500 from the contingency fund to cover in the in-year salary cost.
- For the interview and selection to be delegated to the Finance and Staff Committee.

66. Youth Council

The Town Council received the written submission of Mr Emsell. Mr Emsell had requested permission to continue working with the Broadland YAB youth service with the aim of developing a Youth Council for Thorpe St Andrew. It was agreed for Mr Emsell to continue his work with the Broadland YAB youth service.

67. Replacement of Highway column 34, Yarmouth Road

The Town Clerk provided an overview of the report relating to highway lighting column 34, Yarmouth Road. It was explained that due to radial cracks emanating from the highway column, it is unlikely it would be suitable to use for hanging Christmas lights this year. A quote from Amey for the replacement of the highway lighting column including Christmas light socket was £2,201.10 inc VAT was provided to the meeting.

It was proposed by Miss S Lawn and seconded by Mr N Hancock and with all in favour **RESOLVED** to replace highway column 34, Yarmouth Road at a cost of £2,201.10. This amount to be taken from the street lighting budget.

68. Report of the Highways Rangers

The report of the activities of the Norfolk County Council Highway Rangers was noted.

69. Allotment Inspections

The Town Clerk gave a brief explanation of the allotment inspections which are carried out every three months. An inspection is due and at least three Councillors are required to undertake this duty. Miss Lawn, Mrs Fisher, Mr Hancock and Mr Robson volunteered themselves to be allotment inspectors. Mr Ward's offer to provide an induction visit to the allotments within Thorpe St Andrew was accepted.

70. Fuel Allotment Fund

The request of Mr Prues on behalf of the Fuel Allotment Fund was placed before the Town Council. Mr Prues requested that the Town Council confirm Mr D Eley as its nominee for a further four year term as a Trustee. It was agreed that Mr D Eley would be the Town Council Trustee nominee for the Fuel Allotment Fund.

71. Parish Partnership Scheme

The start of applications for Parish Partnership Scheme was considered by the Town Council. The Town Clerk explained that the scheme had previously been used to fund on the two SAM2 signs on a fifty-fifty payment basis, with the Town Council having ownership and responsibility for the item. The Town Council agreed that due to existing spend commitments within this financial year, it would not seek to submit an application.

72. Provision of cycle racks on River Green

The Town Clerk explained that there had been requests from both Councillors, residents and business owners for cycle racks to be placed on River Green. The location of these racks would be subject to planning permission due to the conservation area and the proximity to trees. Mr Ward explained that cycles should be encouraged, particularly as the Ferry launches from River Green. Mrs Fisher felt that it would be a good asset to the Town and would support the use of environmentally friendly transportation. The Town Clerk explained that an estimated cost per cycle rack would be £41.00 plus VAT per cycle rack hoop. It was proposed by Mr Ward, seconded by Mr Fisher and on a show of hands with all in favour **RESOLVED**:

- To apply for planning permission for 3 cycle rack hoops to be located near the public toilets on River Green
- To purchase 3 cycle racks subject to planning permission at a cost of not more than £41.00 plus VAT.

73- Building Cleaning Services

This item is contained in the confidential minutes under Part 1, Sch12A Local Government Act 1972.

With no further business the Town Council meeting was closed at 2130hrs

Future Agenda Items. (Not for discussion)

Annual Public Meeting 7.00pm followed by Annual Town Council meeting 7.30pm 21 May 2015

Date of next Plans meeting Monday 8 June 2015

Date of next Finance & Staff meeting Monday 15 June 2015

Signed _____ (Chairman)