



THORPE ST ANDREW TOWN COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Roxley Hall, Yarmouth Road, Thorpe St Andrew, NR7 0QF

Tel/Fax: (01603) 701048

email: office@thorpestandrew-tc.gov.uk

Issued: 12 June 2024

Notice of Finance & Staffing Committee Meeting

Councillors of the Finance and Staffing Committee, you are hereby summoned to attend the meeting of the Finance & Staffing Committee to be held at the Roxley Hall on 17 June 2024 at 7.30pm for the purpose of transacting the following business.

Michelle Barron Chief Executive Officer

AGENDA

1. Attendance and Apologies for Absence
2. Declarations of interest in items on the Agenda
3. To confirm the minutes of the Finance and Staffing meeting held 22 April 2024
4. Public participation – to consider a motion to suspend the meeting to allow the public to speak for a maximum of 3 minutes regarding items on the Agenda
5. Allotment Price Review
6. Overtime Reimbursement

7. To consider a motion to exclude press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960, as amended by The Local Government Act 1972, due to the disclosure of personal information

8. Staffing Update
9. Recruitment Update

Future Agenda Items (Not for Discussion)

Chief Executive Officer – Mrs Michelle Barron

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

Tel: 01603 701048 email: office@thorpestandrew-tc.gov.uk

www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

Thorpe St Andrew Town Council
Minutes of the Finance & Staffing Committee meeting
held on 22 April 2024 at 7:30pm

1 PRESENT:

Mr S Snelling
Mr S Court
Mr J Ward
Mr P Berry

Mr F Bowe
Ms L Barrett
Mrs L Skinner

APOLOGIES: Cllr Emsell

IN ATTENDANCE: Mrs M Barron (CEO), Mrs R McCarthy (OM/RFO), Mr J Calver (Parks and Estates Manager), Mrs L Weston (Administration and Committee Officer) and Cllr J Fisher.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr Snelling declared an interest in item 9 on the agenda.

3 MINUTES OF THE MEETING HELD ON 20 NOVEMBER 2023

The minutes of the meeting held on 20 November 2023 were agreed and signed by the Chairman.

4 PUBLIC PARTICIPATION (LIMITED TO 3 MINS PER SPEAKER)

No members of public present.

5 Quarter 4 Budget Report

The RFO gave a brief overview of the receipts and payments for 23/24, explaining the cleaning overspend contra the salary underspend. Overall the budget is currently sitting at 98% spent, the RFO informed Council that the 23/24 accounts will be closed on the 3 May 2024 and completed year end accounts presented to full Council in May.

Cllr Ward asked about the Tree Management underspend and the cemetery donation to the church.

Cllr Snelling proposed to accept the Quarter 4 accounts as presented. It was **RESOLVED** with a show of hands, all in favour.

6 REVIEW OF FINANCIAL REGULATIONS

The CEO requested two minor amendments to this document:

Item 6.20 - replacing '*Personal credit or debit cards of members of staff shall not be*

used under any circumstances' to 'Officers may, when necessary, claim back payments made for goods or services, providing prior authorisation is made by the Town Clerk or RFO and subject to satisfactory supporting documentation'.

Cllr Snelling proposed that the amendment is made to the regulations. It was **RESOLVED** with a show of hands, all in favour.

Item 6.21 - remove this item completely, as it is in contradiction to item 6.22.

Cllr Snelling proposed to remove item 6.21 from the regulations. It was **RESOLVED** with a show of hands, all in favour.

7 PERMISSION TO PURCHASE

Cllrs were provided with a pack of supporting documentation to view, in relation to the four items up for discussion.

- (i) **Marquee** - The preferred option would be a modular marquee and the cost would be covered by the events budget.

Cllr Snelling proposed that permission is granted to purchase a marquee. It was **RESOLVED** with a show of hands, all in favour.

- (ii) **Polytunnels** - A request to delay discussion of this item was accepted.

- (iii) **Workshop** - A replacement for the demolished workshop on the eastern side of the yard, single storey metal framed building with insulated roof set on concrete pad required, quotations provided. Details will be shared with the Planning Department to ensure it complies. Cllr Berry raised the colour options, green or grey would be best. Cllr Snelling made a proposal to delegate the decision to the CEO and Parks and Estates Manager, to purchase after further investigation. It was **RESOLVED** with a show of hands, all in favour.

- (iv) **Truck** – The 5yr lease has ended but extended to July, as only one day's notice was given. A settlement figure of £11,900 plus VAT has been received. The truck is only 5 years old and has just 26,700 miles on the clock. Electric alternatives are available but extremely costly. The most cost-effective option would be to purchase the current truck for the settlement figure.

Cllr Ward proposed that we purchase the truck for the settlement figure, seconded by Cllr Snelling. It was **RESOLVED** with a show of hands, all in favour.

8 TRAINING FOR CLERK – NEBOSH

The CEO informed Cllrs of the current situation regarding the conflict with the company that provides the Health and Safety, and HR Support to the Council and the non-existent service we are receiving. The CEO would prefer the Council to take the Health and Safety in house and already has the IOSH qualification but feels the NEBOSH is required. Quotes received around £1700 (in person) and £1000 (zoom). Cllr Court questioned the suitability of a week-long zoom course and thought attending in person be preferred.

Cllr Snelling proposed the CEO undertakes the Jarrold's NEBOSH training at £1700, seconded by Cllr Ward. It was **RESOLVED** with a show of hands, all in favour.

Cllr Snelling also advised Cllrs that he and Cllr Bowe completed a positive assessment of the CEO, with regards to the 6 month probation period.

9 DEMENTIA SUPPORT GROUP 2023/24 ACCOUNTS

The receipts and payments accounts were noted by the Committee. The balance in the account is nearing the threshold to register as a small charity, this will need to be considered if the balance continues to rise.

10 TO CONSIDER A MOTION TO EXCLUDE PRESS AND PUBLIC FROM THE MEETING UNDER THE PUBLIC BODIES ACT 1960 – No members of public in attendance.

11 STAFFING UPDATE

The CEO advised the Committee of some significant staffing challenges which will require additional time before any decisions can be made. The office position hasn't been filled, some items like the newsletter can be outsourced and other work is being absorbed by the team.

Cllr Berry suggested using agency workers, as a temporary solution.

Further Agenda Items (Not for Discussion)

Staffing update - CEO

The meeting closed at 8.30pm

Signed:

Dated:

Item 5. ALLOTMENT PRICE REVIEW - 2024/25

Hillside (Half Plot - sq m)

125	24/25		Projected £1 increase in water bill													
Rent	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41
Water	9.17	10.17	10.17	10.17	10.17	10.17	10.17	10.17	10.17	10.17	10.17	10.17	10.17	10.17	10.17	10.17
Total per annum	35.17	37.17	38.17	39.17	40.17	41.17	42.17	43.17	44.17	45.17	46.17	47.17	48.17	49.17	50.17	51.17
Price per sq m	0.28	0.30	0.31	0.31	0.32	0.33	0.34	0.35	0.35	0.36	0.37	0.38	0.39	0.39	0.40	0.41

Dussindale (Half Plot - sq m)

142.5	24/25		Projected £1 increase in water bill													
Rent	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41
Water	11.49	12.49	12.49	12.49	12.49	12.49	12.49	12.49	12.49	12.49	12.49	12.49	12.49	12.49	12.49	12.49
Total per annum	37.49	39.49	40.49	41.49	42.49	43.49	44.49	45.49	46.49	47.49	48.49	49.49	50.49	51.49	52.49	53.49
Price per sq m	0.26	0.28	0.28	0.29	0.30	0.31	0.31	0.32	0.33	0.33	0.34	0.35	0.35	0.36	0.37	0.38

Norwich City

125	Rent	51.25
	Water	-
	Total	51.25
	Price per sq m	0.41

& £15.00 admin fee

Sprowston

200	Rent	46.13
	Water	10.87
	Total	57
	Price per sq m	0.29

& £15.00 admin fee

Trowse

125	Rent	45
	Water	-
	Total	45
	Price per sq m	0.36

Hellesdon

200	Rent	48
	Water	15
	Total	63
	Price per sq m	0.32

Average = 0.32 per sq m

Recommendation: Keep a separate water charge to allow for better transparency and monitoring
 Move to a price per sq m, to allow for increased costs involved in Dussindale site and larger plot size
 Suggest 32p per sq m, meaning Hillside £30, Dussindale £33 with effect 01/10/2025