

**Thorpe St Andrew Town Council**  
**Minutes of the Finance & Staffing Committee meeting**  
**held on 17 June 2024 at 7:30pm**

**1 PRESENT:**

Mr S Snelling  
Mr S Court  
Mr J Ward  
Mrs M Friend

Mr F Bowe  
Ms L Barrett  
Mrs L Skinner

**APOLOGIES:** Mr P Berry

**IN ATTENDANCE:** Mrs R McCarthy (OM/RFO), Mrs L Weston (Administration and Committee Officer).

**2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA - None**

**3 MINUTES OF THE MEETING HELD ON 22 APRIL 2024**

The minutes of the meeting held on 22 April 2024 were agreed and signed by the Chairman.

**4 PUBLIC PARTICIPATION (LIMITED TO 3 MINS PER SPEAKER)**

No members of public present.

**5 ALLOTMENT PRICE REVIEW**

The RFO briefed the committee on the recommendation as set out in the report attached, giving a comparison to other councils. Allotment holders will be given 12 months' notice of any price increase, which will come into effect on 1<sup>st</sup> October 2025.

Cllr Ward proposed to accept the recommended increase to 0.32p per square meter, equating to an annual charge for Hillside of £30, and Dussindale £33, seconded by Cllr Bowe. It was **RESOLVED** with a show of hands, five in favour and 2 abstentions.

**6 OVERTIME REIMBURSEMENT**

The RFO asked the committee to approve an overtime reimbursement instead of 'time off in lieu' given the exceptional circumstances currently affecting staff. It is a temporary situation whilst undertaking recruitment and should be reviewed at the end of August 2024 and the CEO will monitor the claims.

Cllr Bowe proposed to accept the overtime reimbursement in exceptional

circumstances, to be reviewed at the end of August 2024, seconded by Cllr Ward. It was **RESOLVED** with a show of hands, all in favour.

**7 TO CONSIDER A MOTION TO EXCLUDE PRESS AND PUBLIC FROM THE MEETING UNDER THE PUBLIC BODIES ACT 1960.**

No members of the press or public were present.

**8 STAFFING UPDATE**

The RFO updated the committee on the current situation with two members of staff, the disciplinary interviews held and subsequent correspondence sent out. The RFO read the letters to the committee. Both members of staff remain on garden leave until their final day of employment and both have confirmed receipt of the letter.

**9 RECRUITMENT UPDATE**

A report was tabled by the RFO, detailing the salary scale points of employees and a comparison to other councils in the area. As part of the recruitment drive the RFO recommended that salaries are brought into line with other councils, to allow Thorpe St Andrew Town Council to be competitive when recruiting staff. The RFO asked the committee to consider the proposal laid out and for it to come into effect in time for the July 2024 payroll.

Cllr Bowe proposed to accept the RFO's proposal for Parks and Estates Officers, and seconded by Cllr Skinner it was **RESOLVED** with a show of hands, all in favour.

Cllr Court proposed to accept the RFO's proposal for Administration Officers, seconded by Cllr Bowe, it was **RESOLVED** with a show of hands, all in favour.

**Further Agenda Items (Not for Discussion)**

- 1) Update the TSATC App.
- 2) Progress update on a town map.

***The meeting closed at 8.30pm***

Signed: .....

Dated: .....

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