THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON MONDAY 15 DECEMBER 2025
AT THE ROXLEY HALL AT 7.30PM

1. **Present.**
The following members were present.

Cllr Court	Cllr Snelling	Cllr Emsell
Cllr Bailey	Cllr Ward	

Also, Present Mrs S J Bristow CEO/Town Clerk/RFO

2. **Absence**
It was resolved to accept the apologies from Cllr Eden

3. **Declarations of interest in items on the agenda.**
None received.

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.**
No public present.

5. **To approve the minutes of the Finance Committee Meeting held on the 20 October 2025. It was resolved for these to be accepted as a true record and duly signed by the Chair after the following amendment. The correct name is Boulderside Close, and it was also Laundry Lane opposite Davidson Close and Yarmouth Road, opposite Barber Place.**

Cllr Snelling advised that he felt that bus shelters are there to protect people waiting for a bus from the spray off the road from passing cars. He felt that any seats should be removed and the shelter turned the correct way this would stop people waiting for the bus not to sit looking into people's houses. Cllr Ward and Cllr Emsell said that it was important for people to be able to perch. **It was resolved to look at each new shelter and determine which is the best way round, with or without perching seat at each location.**

6. **Any matters arising from the minutes of the Finance Committee Meeting held on the 20 October 2025.** All matters arising from the minutes are covered in the agenda.

7. **Precept/Budget Setting**
The Clerk had sent round the budget sheets with the figures that had been agreed at the last meeting. Cllr Ward advised that he did not see the £2000 for the church. The Clerk advised that it was under Churchyard Maintenance. Cllr Court advised that there seems to be no rent expenditure used this year. The Clerk advised that the rent invoices were received on the 3 March 2025 last year, and they have not been received from the District Council. Cllr Snelling says that there was a large increase last year, so how do we budget with not having the invoices. The Clerk advised that she had put a figure in which is

lower than the increase last year as surely it would not go up by such an amount this year. The Clerk also advised that she had asked the question of the insurance company, but it would appear that the council do not have cyber cover. **It was resolved for the Clerk to get quotes for Cyber Insurance.**

8. **Financial Risk Assessment**
The Clerk had sent a draft Financial Risk Assessment prior to the meeting. Cllr Court advised of a couple of items that need replacing, Cllr Bailey was concerned about the two high risk items. The Clerk said that she was being on the cautious side. The Clerk also advised that our HR Advisors are currently not undertaking the work that they had been paid for and agreed. The contract get out clause is one months' notice before the year's renewal. There is another two years to run. The Clerk had asked for this information just before the renewal but had not received the response until after. The Clerk had a meeting with another HR/Health and Safety company which a lot of local Councils use, and they have 24/7 Solicitor support. The Clerk to obtain further quotes. Cllr Snelling said when you are talking HR and Health and Safety Solicitors Support is necessary.

9. **Mobile Phone Contract**
The Clerk advised that there is one sim, one mobile internet device and one broadband line that we are paying for but unable to locate and due to them being unlimited no data is available on the portal, but the company had said that there was a small amount of data used on the mobile internet device. The Clerk has cancelled the number of the sim, and a new sim has arrived to replace. The contract runs until October 26 and there is no way out of it so about £30 extra cost we are not using every month. **It was resolved for the Clerk to get the mobile broadband and line stopped if cannot get replaced.**

10 Receive quotes for tarmac works
The Clerk had sent round the quotes prior to the meeting. Cllr Snelling advised that the path by the side of the morse from the gate to the café needs urgent attention and should be added to the works. **It was resolved to add the allotment and path to the 40m2 for the Fitzmaurice Park and to award the contract to Central. Taking into account the nursery openings. It was also resolved for the Clerk to get the barriers removed at the Morse and the tarmac to be made good.**

11 Another Grounds Staff Vehicle
The Clerk advised that due to having more staff and the need to use the staff to their strengths it was necessary to have another vehicle. After a discussion **it was resolved for the Clerk to find and purchase a small van.**

12 Any Urgent Payments
The Clerk advised that with Christmas it would be appropriate to get some payments made with the next Full Council meeting being the 12 January. The Clerk to send round a list when complete because she is waiting for the energy invoices because she has just again read the meters. The Clerk explained the situation with British Gas and demanding 10 days payment period and refusing

to move the date of the invoices to coincide with the Full Council Meeting. **It was resolved for the Clerk to send round the completed list and to ask Utility Aid regarding helping with British Gas.** The Clerk advised that she was getting the cricket lawnmower handle repaired and then was hoping to sell but it is a specialist item.

13 Correspondence

The Clerk advised about a tree that had died and been removed from the plantation which the daughter of the parents the tree was in memory of has asked to plant a lilac tree in its place and but would like soil samples to be taken to make sure that the same situation does not happen again. **It was resolved that lilac tree blossom is not appropriate for children. The council to fund a tree of the same type as the one that died and of a good size and replace after treating/testing the soil.**

It was resolved for the meeting to continue for a further 30 minutes to transact the following agenda items.

14 Any items for the next agenda.

No extra items.

15 Date, Time and Place of next meeting

Monday 23 February 2026, Roxley Hall at 7.00pm.

It was resolved for the Clerk to get a timetable of meeting dates set and sent out to all Councillors.

EXCLUSION OF THE PRESS AND PUBLIC

It was resolved to pass the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

16 Hirers Contracts

It was resolved for NPLAW to be asked to draw these up as a Four-Year long-term hirer's agreement based on floor area plus utility usage.

17 Staffing Budget for 2026/27

It was resolved for the Clerk to populate the figures for staffing budget and for the Clerk to remain on her current terms regarding travel and time.

18 Outstanding Debt

It was resolved for the Clerk to speak with Leathes Prior to establish the current situation. The Clerk advised that she had also contacted other parties.

With no further business the meeting closed at 22:05.

SIGNED:

DATED: