

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON MONDAY 3 AUGUST 2026
AT THE ROXLEY HALL AT 7.30PM**

Present.

The following members were present.

Cllr Court

Cllr Snelling

Cllr Ward

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

1 Absence

It was resolved to accept the apologies from Cllr Eden

2 Declarations of interest in items on the agenda.

None received.

3. 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.

4. To approve the minutes of the Finance Committee Meeting held on the 27 April 2026. It was resolved for these to be accepted as a true record and duly signed by the Chair

5. Any matters arising from the minutes of the Finance Committee Meeting held on the 27 April 2026.

Exercise of Public Rights

The time for electors to ask to see the accounts for 25/26 audit period has now lapsed. No electors have asked this year.

Streetlights

Most of the information has been received from suppliers/contractors, the survey though we have not received responses from the Contractor on all items raised, for the purpose of phase one, which will be the columns that needs replacing, concrete and day burners. A tender process needs to be set with the spec and evaluation process. The new columns to be 6m. **It was resolved for the Clerk to check the costings re 6m poles compared to the 5m or 7m.**

6. Bank Reconciliation

This all balances to the Bank Statements. **It was resolved to accept the Bank Reconciliation for 30 June 2026.** The Clerk asked if the Lloyds accounts could now be closed. One account still has a balance, where the HMRC have made the VAT refunds into. **It was resolved for the Clerk to check that we have bank statements cover the last seven years and to inform the HMRC re the bank account change. The Clerk also to ask Cllr Friend if she can undertake the half yearly accounts for the next meeting.**

7. **Any Urgent Payments**

The Clerk had put all the invoices and payment list on the intranet. **It was resolved for these payments to be made.** (Please see attached)

8. **Any Urgent Quotes**

Barriers

The Clerk went through the quotes for the Barriers to be removed at the Fitzmaurice and the Morse. **It was resolved for the Clerk to ask if it would be cheaper for the contractor to undertake the path and the barrier at the Morse at the same time. It was resolved for the barriers to be removed and the overflow car park to be used at the Morse and the other entrance to be used at the Fitzmaurice.**

River Green Fence

The Clerk advised that she had checked out the fencing that was quoted at the Full Council meeting and it looks like scaffolding poles, which is currently outside the nursery at the Fitzmaurice, and she felt that it was not appropriate for the River Green. Councillors present agreed. Cllr Ward advised that he had checked the fence, and he felt that there were only two or three posts that needed renewing. Cllr Snelling said that he felt it was a few more around six. The Clerk advised that they are rotting at the base. Cllr Court advised that it might be easier to sleeve the posts. **It was resolved to go out to quote for only to replace the rotten ones and to investigate sleeves and staining all.**

Cllr Ward asked about the covered area for the Morse. The Clerk advised that the staff were unhappy about cutting into the roof and felt that it was better to leave well alone and have the structure stand alone and as the fence is rotten to move the replace the fence and put out by around 2 or 3 metres and take in the path that is currently used. This way you will be able to walk around the structure and fire evacuation will be acceptable. The Clerk advised that the fence is not great all the way round and one quote had been received to replace all the fence. Cllr Snelling advised that it is only the front the need replacing the good panels from the front can be used to repair the back.

9. **Correspondence**

Dementia Event

A Parishioner is putting on an event in the hall for Alzheimer's Society and wanted to know if there was any sponsorship available. The only sponsorship that we could offer was re the room hire charge. After discussion **It was resolved to offer the room hire for free but a donation of £100 to be given to our Dementia Group.**

Apprenticeships

The MP had sent a paper round regarding giving apprenticeships placements. The Clerk felt that if the Council wishes someone to be an apprentice grounds person a placement could be offered. Cllr Court advised that he had thought about the office but not grounds staff. **It was resolved for the Clerk to find out more detail's costs etc.**

The Clerk advised that she felt that it would be hard to find enough work currently for a 15 hours post with mainly just the taking of minutes and typing up. Current staff were asking for more hours and felt that the admin part of the planning position could be undertaken with current staff, but the issue is covering the office. The Clerk did not want to pay someone just to be a presence in the office so that the office would be open when very little people come to the office. **It was resolved to put to Full Council that current staff are given extra hours, and a recording device be tried with full council minutes.**

10. Twinning Parcel.

The Clerk had sent round an email explaining regarding the presents sent for Christmas from Canada had been resent and she has picked them up last week when Parcel Force had not delivered after payment had been made several weeks earlier. The Clerk advised that it would be nice to send something back, but what could be sent? The Clerk had a recent conversation with County Councillor Mackey so set up the twinning when he was on the Town Council. He had advised that he felt exchange visits would be good to arrange. The Clerk had thanked their CAO for the gifts etc and suggested the exchanged visits, and he will put to his Councillors.

11. Any items for the next agenda.

Internal Audit
Budget Review
Building Project Update/costings

**12. Date, Time and Place of next meeting
Monday 21 September 2026, Roxley Hall at 7.30pm.**

EXCLUSION OF THE PRESS AND PUBLIC

The following resolution was agreed “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.

13. Leases.

The Clerk advised that two current leases have expired and need renewing. Cllr Snelling advised that Long Term Hire Agreements is the way to go lasting for five years. **It was resolved for the Clerk to find another company other than the current company who have charged but not fulfilled on the agreements still outstanding.**

With no further business the meeting closed at 21:30.

SIGNED:

DATED:

Thorpe St Andrew Town Council

PAYMENTS LIST

03 August 2026 (2026-2027)

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
	Salaries	09/07/2026 - 09/07/2026				Confidential			22,632.01		22,632.01
237	Electricity	18/05/2026		Unity Trust	BACS	Electricity - Town Hall	British Gas	S	499.71	99.94	599.65
238	Electricity	18/05/2026		Unity Trust	BACS	Electricity - Morse Pavilion	British Gas	L	33.83	1.69	35.52
239	Electricity (Toilets)	18/05/2026		Unity Trust	DD	Electricity - River Green	British Gas	L	49.06	2.45	51.51
233	Equipment Hire	08/06/2026		Unity Trust	DD	Lease payment	Novuna Business	S	654.00	130.80	784.80
236	Electricity	10/06/2026		Unity Trust	BACS	Electricity - Roxley Hall	British Gas	L	148.58	7.42	156.00
234	Tennis Court Maintenance	10/06/2026		Unity Trust		tennis nets	Amazon	S	68.16	13.63	81.79
235	Tennis Court Maintenance	10/06/2026		Unity Trust		tennis nets	Amazon	S	-68.16	-13.63	-81.79
240	Cleaning (Toilets)	10/06/2026		Unity Trust		Cleaning Materials	Sainsburys	X	6.40		6.40
221	Building Maintenance	08/07/2026		Unity Trust		spray paint	Wilco	S	12.00	2.40	14.40
222	Internet CCTV	08/07/2026		Unity Trust		Broadband	BT	S	65.90	13.18	79.08
223	Cleaning (Toilets)	08/07/2026		Unity Trust		disabled key	Amazon	S	4.16	0.83	4.99
244	Electricity	10/07/2026		Unity Trust	BACS	Electricity - River Green	British Gas	L	550.87	27.54	578.41
243	Gas	10/07/2026		Unity Trust	BACS	Gas - Morse Pavilion	British Gas	L	259.74	12.99	272.73
241	Energy charge	10/07/2026		Unity Trust	BACS	Streetlighting Contract	TotalEnergies Gas &	S	1,915.35	383.07	2,298.42
242	Photocopying	10/07/2026		Unity Trust	BACS	Photocopying	Aurora	S	240.00	48.00	288.00
246	HR Costs	13/07/2026		Unity Trust		parcel collection	Royal Mail	S	18.87	3.78	22.65
245	WiFi	13/07/2026		Unity Trust	BACS	WiFi	Virgin Media Business	S	48.32	9.66	57.98
256	Bank charges	14/07/2026		Unity Trust		Bank charges	Unity Trust Bank	E	19.15		19.15
250	Office equipment	14/07/2026		Unity Trust		DESK FAN	Screwfix	S	14.16	2.83	16.99
248	Subscriptions	14/07/2026		Unity Trust		Scribe Subscription	Civic.ly	S	260.00	52.00	312.00
261	Electricity	14/07/2026		Unity Trust	BACS	Electricity - Roxley Hall	British Gas	L	65.77	3.29	69.06
265	Gas	14/07/2026		Unity Trust	BACS	Gas - Roxley Hall	British Gas	L	104.08	5.20	109.28
260	Electricity	14/07/2026		Unity Trust	BACS	Electricity - River Green	British Gas	L	194.22	9.71	203.93
262	Electricity	14/07/2026		Unity Trust	BACS	Electricity - Town Hall	British Gas	L	439.24	21.96	461.20
259	Wheeled/litter/dog bins	14/07/2026		Unity Trust	DD	Commercial Waste	Veolia	S	12.76	2.55	15.31
264	Electricity	14/07/2026		Unity Trust	BACS	Electricity - Morse Pavilion	British Gas	S	916.28	183.26	1,099.54
255	Fuel	14/07/2026		Unity Trust	DD	Fuel	Fuel Genie	S	465.73	93.15	558.88
254	Materials, fixtures &	14/07/2026		Unity Trust		materials and fixings	B&Q	S	20.70	4.14	24.84
251	Materials, fixtures &	14/07/2026		Unity Trust		Tools & Equipment	Screw fix	S	40.39	8.08	48.47
263	Gas	14/07/2026		Unity Trust	BACS	Gas - Morse Pavilion	British Gas	L	39.88	1.99	41.87
247	Tools & Equipment	14/07/2026		Unity Trust		Tools	ITS	S	1,479.00	295.79	1,774.79
259	Wheeled/litter/dog bins	14/07/2026		Unity Trust	DD	Commercial Waste	Veolia	S	12.76	2.55	15.31

Thorpe St Andrew Town Council

03 August 2026 (2026-2027)

PAYMENTS LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
258	Maintenance contract	14/07/2026		Unity Trust	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
253	Uniform	14/07/2026		Unity Trust		PPE	V & J Knitware Limited	S	27.75	5.55	33.30
252	PPE	14/07/2026		Unity Trust		Uniform	V & J Knitware Limited	S	299.60	59.92	359.52
249	Building Maintenance	14/07/2026		Unity Trust		New Locks	Screwfix	S	58.32	11.67	69.99
257	playground Inspection	14/07/2026		Unity Trust		playground inspection	ROSPA Play Safety Ltd	S	210.50	42.10	252.60
257	playground Inspection	14/07/2026		Unity Trust		playground inspection	ROSPA Play Safety Ltd	S	210.50	42.10	252.60
266	Telephone	20/07/2026		Unity Trust	Credit Card	Internet Services	Smarty	X	20.00		20.00
267	Bottle Bank	20/07/2026		Unity Trust	DD	Bottle bank	URM UK	S	11.12	2.22	13.34
268	Building Maintenance	20/07/2026		Unity Trust		building survey	Anglia Land Surveys	S	1,475.00	295.00	1,770.00
268	Building Maintenance	20/07/2026		Unity Trust		building survey	Anglia Land Surveys	S	1,475.00	295.00	1,770.00
270	Dussindale water charges	21/07/2026		Unity Trust		Allotment	Wave	E	575.66		575.66
269	Hillside water charges	21/07/2026		Unity Trust		Water Charge - Hillside	Wave	E	678.54		678.54
272	Materials, fixtures &	23/07/2026		Unity Trust		materials and fixings	NPN Mower Service	S	164.31	32.88	197.19
271	Water (Toilets)	23/07/2026		Unity Trust		River Green Water Charge	Wave	E	384.68		384.68
274	PPE	23/07/2026		Unity Trust		PPE	V & J Knitware Limited	S	41.85	8.37	50.22
273	Car Park Maintenance	23/07/2026		Unity Trust		Pothole repairs	UK Potholes Ltd	S	350.00	70.00	420.00
275	River Green maintenance	27/07/2026		Unity Trust		Gravel	British Garden Centres	S	14.97	2.99	17.96
277	Dussindale maintenance	27/07/2026		Unity Trust		Plumbing equipment	Screwfix	S	16.74	3.35	20.09
278	Building Maintenance	27/07/2026		Unity Trust		pebbles	B&Q	S	15.83	3.17	19.00
279	Building Maintenance	27/07/2026		Unity Trust		pebbles	B&Q	S	37.20	7.45	44.65
280	Building Maintenance	27/07/2026		Unity Trust		gravel boards	B&Q	S	45.92	9.18	55.10
281	Building Maintenance	27/07/2026		Unity Trust		New Master Locks	Screwfix	S	-58.32	-11.67	-69.99
276	River Green Inspection	27/07/2026		Unity Trust		coat hook	Screwfix	S	12.90	2.58	15.48
282	Building Maintenance	27/07/2026		Unity Trust		water boiler	Amazon	S	99.99	20.00	119.99
283	River Green maintenance	28/07/2026		Unity Trust		health & safety equipment	Amazon	L	8.69	0.75	9.44
288	Office equipment	30/07/2026		Unity Trust		PAT Testing	Track and test	S	184.10	36.82	220.92
286	Play equipment	30/07/2026		Unity Trust		Park repairs	Online Playgrounds	S	900.60	180.12	1,080.72
285	Field Maintenance Contract	30/07/2026		Unity Trust	BACS	Grounds Maintenance	Norse	S	1,605.55	321.11	1,926.66
287	Cleaning bus shelters	30/07/2026		Unity Trust	BACS	Cleaning bus shelters	Mr R Marmoy	E	195.00		195.00
284	Cleaning (Toilets)	30/07/2026		Unity Trust		River Green Toilet	Initial Washrooms	S	22.22	4.44	26.66
295	Computer/Photocopier	03/08/2026		Unity Trust		Microsoft Phones and	RLS Computer Services	S	57.60	11.52	69.12
292	Telephone	03/08/2026		Unity Trust	Credit Card	Internet Services	Smarty	X	18.00		18.00
297	Cleaning and cleaning	03/08/2026		Unity Trust		Cleaning Products	V & J Knitware Limited	S	12.95	2.59	15.54
290	Fuel	03/08/2026		Unity Trust	DD	Fuel	Fuel Genie	S	177.96	35.59	213.55
295	Telephone	03/08/2026		Unity Trust		Microsoft Phones and	RLS Computer Services	S	24.64	4.93	29.57

Thorpe St Andrew Town Council

03 August 2026 (2026-2027)

PAYMENTS LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
289	Maintenance contract	03/08/2026		Unity Trust	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
291	Photocopying	03/08/2026		Unity Trust	BACS	Photocopying	Aurora	S	9.99	2.00	11.99
297	PPE	03/08/2026		Unity Trust		Cleaning Products	V & J Knitware Limited	S	157.25	31.45	188.70
296	Internet	03/08/2026		Unity Trust		Internet Services	RLS Computer Services	S	68.00	13.60	81.60
293	IT Support	03/08/2026		Unity Trust		IT Support - Back up	RLS Computer Services	Z	60.00		60.00
294	IT Support	03/08/2026		Unity Trust		It Monthly Maintenance	RLS Computer Services	S	260.00	52.00	312.00
295	Phone Costs	03/08/2026		Unity Trust		Microsoft Phones and	RLS Computer Services	S	15.40	3.08	18.48
295	Phone Costs with Calling	03/08/2026		Unity Trust		Microsoft Phones and	RLS Computer Services	S	41.28	8.26	49.54
295	Councillors Emails	03/08/2026		Unity Trust		Microsoft Phones and	RLS Computer Services	S	27.60	5.52	33.12
298	Asset Reg	03/08/2026		Unity Trust		Civicy	Scribe Accounts	S	260.00	52.00	312.00
Total									42,297.81	3,257.89	45,555.70

