



## **Minutes of the Finance, Budgets & Staffing Committee of Costessey Town Council, held on Friday 15 March 2019 at 10am at The Costessey Centre, NR8 5AH**

**Present:** Cllrs S Hannant, (Chair), J Amis, G Blundell, S Blundell, G Jones, T Laidlaw, P O'Connor; H Elias (Town Clerk) & N Bailey (Deputy Clerk).

### **To receive apologies for absence**

**F037/19:** None

### **To receive declarations of interest**

**F038/19:** Cllr S Hannant declared a pecuniary interest in any item regarding the Council's Banking, as she has a Barclays' pension

### **To confirm and sign the Minutes of the previous FB&S meeting on 18 January 2019**

**F039/19:** The minutes were agreed and signed with no amendments. It was noted that the minutes had already been approved by Full Council.

### **To receive updates on the previous minutes (No resolutions may be passed)**

**040/19:** Min: F024/19 & F004/19: Lone Worker Devices: Delivery of the devices is imminent.

**041/19:** Min: F035/19: Cleaning / Caretaking contract: A snags list was being compiled and failures in service noted. Meetings had taken place with the Regional Manager and the Director. Certain issues had not yet been turned around and the Office continued to challenge the Cleaning / Caretaking company. **ACTION: Deputy Clerk, Buildings Officer**

### **To consider using the Stafford Hall for full Council meetings for a trial period**

**042/19:** A regular hirer was pulling out of the Stafford Hall on a Tuesday evening, presenting an option to use the larger hall for Council meetings. (As of 2 May 2019 there will be 19, not 16 councillors). Loss of earnings on change of room would be approx. £2,000 pa. Various seating plans and suggestions were considered for the Jerningham Room. An upgrade of the projector to wireless and to the sound system were suggested for inclusion in the next 4-year plan.

**RESOLVED not to transfer rooms at present, but to try a different seating arrangement in the Jerningham Room to allow room for more councillors and better visibility for members of the public. ACTION: Town Clerk**

### **To consider the proposed Variation of the Licence for the East of England Co-operative Society, Norwich Road**

**F043/19:** The variation on the Licence was considered. The strategy seemed to apply to shops all over the Norwich area. The variation appeared to be as much about extending the shop hours as increasing the hours available to sell alcohol. Concerns were expressed about the nuisance which might be caused by earlier deliveries - **APPROVE**

### **To review the previous Child Protection Policy & update into a Safeguarding Policy**

**F044/18:** Version 2 was discussed. Councillors considered that this was still too complicated and might be misread as encouraging Councillors to wait to report an incident to the office rather than contacting NCC Social Services direct. A flowchart might be useful. Cllr S Blundell and the Town Clerk to draw up a brief summary. **ACTION: Cllr S Blundell and the Town Clerk**

### **To receive information on the complimentary stall hire for the Fete & Fair 2019**

**045/19:** An explanation was given for all the complimentary stalls on the list. The Council had previously drawn up a fee structure, but there were occasions when this was not appropriate and individual concessions had been granted eg Day Rates and Commission. Stall holders not paying should fill out a form as they would then receive Terms & Conditions and Health & Safety

information. Alterations to booking forms were to be signed off by Cllr G Blundell. A request was made for the list to specify which days the stalls would attend. **ACTION: Town Clerk**

**F046/19: Fete Poster:** This was discussed and some alterations suggested to make the information clearer. **ACTION: Cllr G Blundell & Deputy Clerk**

**To receive a general update on Finance, Budget or Staffing matters**

**F047/19: Budget 2019-20:** The Clerk had been shocked at the increase in the Non-Domestic rates for the Cemetery. Fortunately the rates demands for the halls had come in under Budget. Councillors commended the Clerk on a “fantastic” job in producing Council budgets.

**F048/19: Special Levy:** Residents were querying why SNC were still charging a reduced Special Levy if CTC were taking on the Streetlights. On receiving the response that it was being charged for lights which were not on public land, often in housing association areas, they had asked why the land owners / housing associations were not charging their residents, and why these lights were still payable by the public purse.

**F049/19: Planning Systems:** It was reported that with the joining of the Broadland and SNC Planning Departments the anomalies in their processes had been highlighted.

**F050/19: The date of the next FB&S meeting is to be confirmed according to need.**

This may be after the May elections

**F051/19: Future Fetes:** A request was made for a FB&S meeting to approve the fetes for the next four years before the start of the next Council term. Committee was advised that the next Council should decide on whether to agree a four plan for the fetes or not and that this decision should be made after the 2019 Fete.

**F052/19: RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below**

No members of the public were present.

**\*THE FOLLOWING ITEMS WERE HEARD IN CONFIDENCE / BELOW THE LINE**

**To consider paying an Essential Car User's Allowance**

**F053/19:** When the Buildings Officer post had originally been conceived for a separate employee, Essential Car User's Allowance and mileage at the higher rate had been discussed as part of the Terms of Employment. The Clerk was seeking authorisation to pay the current officer these additions.

**RECOMMENDED to full Council that the Buildings Officer receive the Essential Car User's Allowance and the higher mileage rate (both taxable)**

**F054/19: Councillor Mileage:** It was noted that mileage was payable at 45p per mile to Councillors who travelled beyond the parish boundaries on approved Council business only.

**To consider updating two Clerk's Assistants' Job Descriptions**

**F055/19:** Following the appraisals it had become evident that Clerk's Assistants had several different Job Descriptions. A draft for those working mainly on the accounts had been produced but consideration postponed pending the introduction of the new Bookings software in case further amendments were required. One Assistant had responded to the draft, the other was on leave.

**RECOMMENDED to full Council that the draft Job Description be amended SUBJECT to BOTH Assistants being happy with the contents. ACTION: Deputy Clerk**

**F056/19: The meeting closed at 11.30am**

**Chair:**

**Date:**