

# THRAPSTON TOWN COUNCIL

Mayor: Cllr. Sam Cribb

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164-2017/18

## **Minutes of the Finance & Strategy Meeting held on Tuesday 10 October 2017 at 7.30pm at the Town Council Office**

**Present: Cllr Strode-Willis (Chairman), Cllr Baden, Cllr Draycott, Cllr Vaughan,  
Cllr Read (Substitute) and Cllr Cribb (Ex Officio)**

**In attendance: Sue Morrison (Clerk) and Linda Marshall (Clerk Elect)**

<b>Agenda</b>	<b>Item</b>	<b>Action</b>	<b>By Whom</b>
1.	<b>Apologies for absence</b> Cllrs Winter and Wheeler offered their apologies which were accepted		
2.	<b>Declaration of interest in items on the agenda</b> None		
3.	<b>To receive any issues from members of the public</b> None		
4.	<b>To review any outstanding actions from previous meetings:</b> Arrange new bank account. Review investment opportunities.		
5.	<b>To approve the minutes of the Finance &amp; Strategy Meeting dated 12 September 2017.</b> It was proposed and agreed by all that the minutes be approved and were duly signed by the Chairman.		
6.	<b>Resolution: To approve the Finance Statements and Payments for September 2017</b> The Clerk presented the statement and payments for approval. Following questions, it was proposed and agreed by		

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	all that the statement and payments be approved, subject to completing the missing details on the statement sheet.	Update the statement	Clerk
7.	<p><b>To consider and agree recompensing coordinator of Council run events.</b></p> <p>The Clerk advised members that with the increase in events the Council were undertaking, together with the fact that one person needs to manage and take responsibility for the event, that staff then being granted time in lieu was impacting on the work undertaken in the office.</p> <p>A solution would be to allocate a member of staff to take responsibility for the event and for them to be paid for the hours required at a set rate (this to include all set up and clear up time).</p> <p>This would be fairer than paying additional salary hours due to the disparity of the various pay grades of staff members.</p> <p>Following discussion, members proposed and agreed that the rate be £10 per hour net be paid through payroll system.</p> <p>It was agreed that discussions should be undertaken with the payroll provider as to how it can be achieved.</p> <p>All other assistance at the event, whether that be staff, Councillors or volunteers should be on a voluntary basis.</p>	Discuss proposal with the payroll provider	Clerk
8.	<p><b>To receive an update and agree CCTV in the office and to further the proceedings for a trial of WIFI connectivity in the Church</b></p> <p>A quotation has been received from an alternative supplier of CCTV equipment for installing CCTV and recording equipment in the office.</p> <p>They have also responded to all the questions raised from the last meeting.</p> <p>The clerk reported that the providers of our fire and intruder alarm system also provide CCTV systems but a survey has yet to be undertaken, to enable a quotation to be provided.</p> <p>Following discussion and clarification on some matters, it was proposed and agreed that the additional quotation be sought.</p> <p>Members asked for clarification on the two names used by the company who quoted.</p>	<p>Arrange survey and obtain quotation</p> <p>Seek clarification on trading names</p>	<p>Clerk</p> <p>Clerk</p>

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9.	<p><b>To consider a grant application received from the Charter Fair Committee</b></p> <p>The Charter Fair have requested that the Town Council consider granting them use of the Plaza Boardroom for their meetings, to pay their annual storage charge and to enable them to set up and use the Plaza on Charter Fair Day and time to clear up on the following day. The cost to the Council would be £300.</p> <p>Members proposed and it was agreed by all to sponsor the Charter Fair for £300. The Charter Fair have been successful in obtaining a grant towards the 2018 event and will therefore not be asking businesses for sponsorship.</p>	Advise the Charter fair of the outcome of their application	Clerk
10.	<p><b>To discuss and agree the tender document for Windsor Drive Play area</b></p> <p>A draft tender document was circulated and discussed.</p> <p>As consultation has already been undertaken with the residents, it was agreed that it not required to consult again when the proposals are received. Subject to the changes being made, it was proposed and agreed by all that the document be placed for tender on the Contracts Finder system.</p>	Amend document and place for tender	Clerk
11.	<p><b>To discuss and agree the tender document for the Grounds Maintenance contract</b></p> <p>A draft tender document was circulated and following discussion with some amendments required, it was proposed and agreed by all that the document be placed for tender on the Contracts Finder system.</p>	Amend document and place for tender	Clerk
12.	<p><b>To receive an update on the surfacing at Meadow Lane</b></p> <p>The Facilities Manager met with a surfacing contractor to discuss possibilities of providing a more permanent surface along Meadow Lane, subject to getting the land owners permission. A quotation has been received to remove the existing steel box section ramps and to lay tarmac. The cost for the whole area would be circa £50K.</p> <p>The Clerk has not had a response from the Sailing Club as to whether any financial support would be needed this financial year but it appears that the pot holes have been</p>		

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	filled in. Members considered the quotation and it was agreed that contact should be made with all relevant land owners and users to discuss the feasibility and to then consider as part of the budget strategy.	Discuss with all relevant parties and report back to Council	Clerk
13.	<b>Clerk's Report (for noting)</b> 1. Outstanding internal audit checks to be undertaken as soon as possible by Councillors. 2. The internal auditor will be visiting on 19 October 2017. 3. Underground have been successful in gaining funding to cover the rental of the youth facility for years 5 & 6 so the invoice for the £960 funding as agreed has been submitted for the period Sept 2017 to September 2018 4. The insurance claim for a property in Orchard Way has been received. Council insurers informed. 5. The new paths leading to the Islip Footbridge are the responsibility of the Rights of Way team and they will maintain them. A representative from the County Council is happy to meet to discuss the issues raised by residents.	Noted  Noted  Noted  Noted  Noted	
14.	<b>Items for Future Agendas</b> 1. Budget setting	F & S 14.11.17	Clerk
15.	<b>There being no further business the Chairman closed the meeting at 8.57pm</b>		

Signed.....

Dated.....