

MINUTES OF THE MEETING OF THETFORD TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD, ON TUESDAY
28th APRIL 2015, STARTING AT 7.00 P.M. WITH THE OPEN FORUM

Present:

Councillors:

M P Brindle

D M Crawford

T J Jermy

T J Lamb

B J Skull

Mrs P A Spencer

S N H Wright (Chairman)

Mrs B J Canham

Miss C A Fulford

R G Kybird

D G Mortimer

M G Spencer

D W R Sully

Officers present:

Town Clerk

Chris Crimmen

Maurice Howard

Committee Secretary

OPEN FORUM

QUESTIONS PRESENTED BY THE PUBLIC

Dave Hodgkinson asked three questions regarding the new Server tender:

1. Why was this particular server selected?
2. What was the tender process?
3. Why was Icosys chosen to install the hardware costing approximately £20,000 without going through a tender process?

The Town Clerk reported that Icosys are the Councils current IT Support Provider and have an integral knowledge of the Councils system. They will be required to transfer all data and ensure all privileges are in place.

Therefore, the decision had been taken in March's Full Council that Icosys be the sole preferred provider for the installation of the servers, thereby ensuring a smooth transition and easier accountability. Further IT matters will be discussed under agenda item 1395/14.

Minutes

1388/14 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.

1389/14 APOLOGIES FOR ABSENCE
Apologies were received from Councillor Mrs S J Armes and C Clark.

1390/14 MINUTES
Resolved the minutes of the Council Meeting held on 31st March 2015, excepting those items dealt with following the exclusion of press and public, to be addressed under item 1399/14 below, be confirmed as a true record and signed/initialled by the Committee Chairman.

1391/14 COMMITTEE REPORTS
To receive the following:

- a) Guildhall & Markets Committee (minutes 1292/14 – 1301/14)
02/04/2015

RECOMMENDATION: Commence the tender process for the Heating, Ventilation and Air Conditioning (HVAC) system, with the cost of the project to come from the Guildhall Reserves.

RECOMMENDATION: Should the Jack Pilling Art Gallery fail to comply with the letter from the Town Clerk by the 30th April 2015, then the Town Clerk is instructed to revoke the tenant's lease via the Thetford Town Council solicitor.

RESOLVED: The Guildhall & Markets minutes and recommendations were adopted as presented.

b) Personnel Committee (minutes 1302/14 – 1314/14 07/04/2015 Together with the Health & Safety Sub Committee (minutes 1181/14 – 1194/14) 04/03/2015

RECOMMENDATION: The revised Pensions Policy at Appendix 2 be accepted by Full Council.

RECOMMENDATION: That the Personnel Committee considers that the two works team members who failed the trailer course retake the course as soon as possible.

RECOMMENDATION: To approve a dedicated session 'Induction to Safeguarding Children' a cost of £475 for all Council staff to attend.

RECOMMENDATION: The Council join the Norfolk Safeguarding Children Board at a cost of £30 p.a. to take advantage of the benefits it offers.

RECOMMENDATION: That the Deputy Town Clerk and one other attend the Designated Officer Training for Safeguarding Children programme.

RESOLVED: The Personnel Committee and the Health & Safety minutes and recommendations were adopted as presented.

c) Cemetery Committee (minutes 1315/14 – 1323/14) 09/04/2015

RECOMMENDATION: The Council accept tender A at a cost of £106,021.86 and that the balance of the Sweyn Close Capital reserve be made available as intended to cover capital work to the cemetery including the roadway, car park extension and other Cemetery capital projects. A vote was taken on this recommendation. For the recommendation: 9 votes. Against: 1 vote. Abstention: 1 vote.

RESOLVED: The Cemetery Committee minutes and recommendation were adopted as presented.

d) Planning Committee (minutes 1324/14 – 1332/14) 14/04/2015

RESOLVED: The Planning Committee minutes were adopted as presented.

e) Marketing & Communication Committee (minutes 1333/14 – 1344/14) 15/04/2015

RECOMMENDATION: The Town Council should issue a weekly press release each Friday the content of which would be approved by the Town Clerk.

RESOLVED: The Marketing & Communication minutes and recommendation were adopted as presented.

f) Amenities Committee (minutes 1345/14 – 1362/14 16/04/2015)

RECOMMENDATION: Thetford Town Council should move Events, together with the related budget, to the Marketing and Communications Committee.

RECOMMENDATION: To allow UK Power Networks to deliver a power supply to Zaks Restaurant through Castle Park as per the map at Annex A. Compensation will only be requested from UK Power Networks should they cause damage to land requiring remedial works.

RESOLVED: The Amenities Committee minutes and recommendations were adopted as presented.

g) Allotments Committee (1363/14 – 1373/14) 22/04/2015

RECOMMENDATION: That £450.00 be taken from the Healthy Town grant to cover the cost of clearing land for new allotment plots at London Road Allotment Site.

RECOMMENDATION: That condition 2.12 of the Allotment Tenancy Agreement should remain unchanged.

A vote was taken on this recommendation.

For the recommendation: 9 votes. Against: 1 vote. The recommendation was resolved.

RESOLVED: The Allotments Committee minutes and recommendations were adopted as presented.

h) Finance Committee (minutes 1374/14 – 1387/14) 22/04/2015

RECOMMENDATION: Company D is awarded the contract for grass cutting at Castle Park at a cost of £93,720 payable monthly.

A vote was taken on this recommendation.

For the recommendation: 9 votes. Against: 2 votes.

The recommendation was resolved.

RECOMMENDATION: That £332,084 should be transferred from reserves and £199,963 transferred be moved to reserves.

RECOMMENDATION: That an amount of £42,841 from the Revenue Account should be transferred to the General Fund in order to keep the recommended amount of £100,000.

RECOMMENDATION: That the schedule of payments listed in the month 12 report should be adopted.

RECOMMENDATION: That the estimated surplus of £10,000 - £15,000 should be accrued to cover the salaries for staff at the Charles Burrell Centre for April – June 2015.

RECOMMENDATION: That letters be sent to the tenants from Thetford Town Council requesting the outstanding debt be paid and failure to do so could result in their lease being terminated.

RECOMMENDATION: The updated Financial Management Risk Assessment was accepted.

RESOLVED: The Finance minutes and agendas were adopted as presented.

1392/14 MAYOR'S REMARKS AND REPORT

Events attended since the last meeting

Mayor of Thetford Councillor Mrs Sylvia Armes

April

- 1 Thetford Business Forum Breakfast
- 11 Thetford Garden & Allotment Club Prizegiving
Health Awareness Day at the Carnegie Room
- 13 Meeting with the Sheriff of Norwich William Armstrong
- 17 Meeting at the Ancient House Museum concerning Brecks-Nagawa
Mayor of Watton's Civic Reception
- 19 Mayor of Downham Market's Civic Service
- 21 Chairman of Breckland Council's Reception
- 31 Tour of Thetford with the Chairman of Norfolk County Council

Events Attended by the Deputy Mayor of Thetford Councillor Stuart Wright

April

- 17 Mayor of Attleborough's Civic Reception
- 26 Thetford Lions 42nd Charter Lunch at the Wereham House

List of Forthcoming Events

- 19 May Mayor Making/Annual Town

The Deputy Mayor read out an e mail from the Mayor who was not present. The Mayor stated would like to express her sincere thanks to all Councillors for their support this past year. She wished those Councillors that are seeking re-election the best of luck and those of you that are retiring from council a long healthy and relaxed time. The Deputy Mayor stated he would like to put on record the Council's appreciation of all those councillors who have served whether it be for one term or in a number of cases, many years of service.

1393/14 TOWN COUNCIL REPRESENTATIVES ON OTHER BODIES

Councillor D Sully reported he had attended the STAG meeting. It was reported that STAG were disappointed that Thetford Town Council did not support the PCSO scheme and are investigating if they can raise the money to fund a PCSO. The Police continue to work in the town centre to stop anti-social behaviour and educating parents parking outside schools causing issues for residents in the area.

Councillor Miss C Fulford reported that STAG and the Police were working with school children on a parking awareness scheme during the next 12 months. One project that has started is designing posters. Councillor Miss C Fulford suggested the Council could use the downstairs hallway in King's House to display the posters for a competition building up to the Thetford Festival in 2016.

1394/14 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Councillor D Crawford had attended a NCC Full Council meeting on the 13th April 2015. He had also attended Adult Social Care meeting and a seminar on Health & Safety care at the Castle Museum, Norwich Councillor Mrs P Spencer asked the NCC representative a question on the huge sign advertising paintballing that has appeared on the A11 roundabout. – can anything be done about it? The Chairman stated the NCC Highways Agency turn a blind eye to signs on private land.

Councillor T Jermy reported it was a slow time at both NCC and Breckland Council with the forthcoming elections. He reported there has been a

considerable amount of work by NCC around the Barnham Cross Estate upgrading pavements and weeding as they carry out the work. In the past month he had attended two residents meetings, Barnham Cross and Redcastle, and the PCSO that attended reported that 4 PCSO's in Thetford had been promoted to PC's. Whilst this was good news it was reported that these 4 vacancies will not be recruited for in the Thetford area..

Councillor R Kybird, as Chairman of Breckland Council, thanked those District Councillors who were also Thetford Town Councillors for all their hard work during the past year.

1395/14

IT SUPPORT CONTRACT

The Town Clerk asked Councillors to consider an extension of the current support contract to Icosys in order to cover the imminent server installation and provided sufficient time for a bedding in period of the new servers. After a discussion Councillor D Mortimer proposed and Councillor D Sully seconded that the Council renew the existing contract until the 1st August 2015. Councillor Miss C Fulford requested a recorded vote.

For the proposition:

Councillors: B Skull, M Spencer, R Kybird, Mrs P Spencer, T Lamb, D Mortimer and D Sully = 7 votes.

Against the proposition:

Councillors: T Jermy, Mrs B Canham, Miss C Fulford and M Brindle = 4 votes. The motion was carried.

RESOLVED: The Council extend the existing contract on current terms until 1st August 2015.

1396/14

LAND MANAGEMENT

The Council was asked to consider a proposal presented to the Amenities Committee by the Thetford Town Council Land Management Agent to meet HLS future requirements. A schedule of the work to be completed on the conservation areas of Thetford had been completed and circulated to all Councillors (see appendix 1). The total cost of the work involved had been estimated at £130,139.40 which will be covered by a capital grant of £89,139.40 from the HLS Scheme with the shortfall being met by the PlantLife project. Councillor Miss C Fulford proposed and Councillor D Mortimer seconded that the Council formally adopt the proposal by the Thetford Town Council Land Management Agent as the way forward to manage the conservation areas of Thetford.

RESOLVED: The Council formally adopt the proposal by the Thetford Town Council Land Management Agent as the way forward to manage the conservation areas of Thetford.

1397/14

MAYOR MAKING/ANNUAL TOWN MEETING

The Town Clerk gave the sequence of events and proposals for this year's event/meetings for Mayor Making and the Annual Town meeting. In addition he covered the induction process for new councillors and training that had been arranged for all councillors and senior Council officers prior to Mayor Making.

1398/14

EXCLUSION OF PRESS AND PUBLIC

To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

1399/14

COMMITTEE REPORTS

To receive Committee minutes recorded below the line.

a) Full Council (minutes 1285 – 1291/14) 31st March 2015

RESOLVED: Full Council minutes were adopted as presented.

b) Personnel Committee (minutes 1310/14 – 1314/14) 07/04/2015

RESOLVED: The Personnel Committee minutes were adopted as presented.

c) Amenities Committee (minutes 1361/14 c – 1362/14) 16/04/2015

RESOLVED: The Amenities Committee minutes were adopted as presented.

d) Finance Committee (minutes 1384/14 – 1384/14) 22/04/2015

RESOLVED: The Finance Committee minutes were adopted as presented.

1400/14

SHAMBLES

(This matter is below the line due to legal implications).

1401/14

MARKETPLACE

(This matter is below the line due to legal implications).

1402/14

ITEMS OF URGENT BUSINESS

None.

1403/14

PRESS RELEASES

It was agreed that a press release should be issued on the Councillors who were retiring from the Council.

Chairman