



## LOCAL GOVERNMENT ACT 1972

### NOTICE OF A MEETING OF

### THETFORD TOWN COUNCIL FINANCE COMMITTEE

YOU ARE HEREBY SUMMONED to attend the Finance committee meeting of Thetford Town Council which will be held in The Council Chamber, King's House, Thetford, on Tuesday 23<sup>rd</sup> July 2019, starting at 6.00 p.m.

Tina Cunnell BSc (Hons)  
Town Clerk  
17<sup>th</sup> July 2019

#### AGENDA

- 216/19      **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
To receive any additional interest not already registered.
- 217/19      **APOLOGIES FOR ABSENCE**  
To receive.
- 218/19      **MINUTES**  
To confirm as the minutes of the committee meeting held on the 18<sup>th</sup> June 2019, received by Full Council on the 23<sup>rd</sup> June 2019, as a true record and be signed/initialled by the Chairman.
- 219/19      **FINANCIAL REPORTS FOR MONTH THREE**  
To receive and approve the financial report and the schedule of payments contained therein.
- 220/19      **COMMITTEE FINANCIAL DECISIONS**  
To note
- 89/19      EVENTS  
The VEM Officer reported on:
- The Soapbox Challenge: He wished to thank all the volunteers that made this a great success. The Committee discussed how next year the event could be improved and one area that will be investigated is combining the Soapbox & River Day with a change route for the karts. It was decided that this change should be worked up into a plan and resubmitted to a future committee.
  - VE75 8th/9th/10th September 2020: After a discussion Councillor D Crawford proposed and Councillor C Harvey seconded:

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website: [www.thetfordtowncouncil.gov.uk](http://www.thetfordtowncouncil.gov.uk)

**RESOLVED:** That Thetford Town Council set aside £1,500 from the Festival Arts Reserve (3170) to be used for the VE75 weekend 8th/9th/10th 2020

### **Full Council**

**RECOMMENDATION:** Thetford Town Council agree to award the contract to replace the Guildhall Statue at a cost of £29,772 to Alan Lamb the financial regulations were suspended as the awarding of the works were dictated by the insurance company and the specialist nature of the works.

**RECOMMENDATION:** Thetford Town Council approved the revised payment schedule for St Peters. Councillors agreed to suspend the financial regulations due to the specialist nature of the works and approved the high level works on the Tower £4195 at a cost of (Nominal Code 3025).

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

a) Civic Committee ( minutes 93/19 – 106/19) 13/06/2019

**RECOMMENDATION:** That Thetford Town Council take £740 from the Civic Event reserve (3152) to pay for the shortfall in the Freedom of the Town Event.

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

b) Finance Committee ( 93/19 – 106/19) 18/06/2019

**RECOMMENDATION:** That Thetford Town Council accept the Terrorist Cover be added to the insurance policy at a cost of £1,558.26 p.a. and will be reviewed each year.

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

153/19 RICHARD EASTEN WAY

The Deputy Town Clerk asked Councillors to consider the cost of replacing 97metres of knee high rail fencing at Sturston Close at a cost of £1120 from the Open Space Management budget (5420). After a discussion Councillor C Harvey proposed and Councillor T Jermy seconded:

**RESOLVED:** That Thetford Town Council replace 97metres of knee high rail fencing at Sturston Close at a cost of £1120 from the play park budget (5420).

154/19 TREE MAINTENANCE WORKS 2019/20

The Deputy Town Clerk asked Councillors to consider recommendations from tree management survey and our tree contractor has recommended the following:-

- Urgent works of up to £4,965 to be completed in the next 6 months.

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- This years scheduled tree work is 6-12 month tree work INCLUDING work not completed from last year. Estimated cost £17,630. The majority of this work is at Barnham Cross Common.
- The Council have also committed the £6,000 of works for Frederick's Wood. *Note: The tree work at Castle Mound, Melford Common and a tree at Spring Walk will require traffic management.*

After a discussion Councillor C Harvey proposed and C Barreto seconded:  
**RESOLVED: That Thetford Town Council carry out the following work from 5455 budget.**

- **Urgent works of up to £4,965 to be completed in the next 6 months.**
- **This years scheduled tree work is 6-12 month tree work INCLUDING work not completed from last year. Estimated cost £17,630. The majority of this work is at Barnham Cross Common.**
- **The Council have also committed the £6,000 of works for Frederick's Wood**

156/19 CASTLE PARK FENCING

The Deputy Town Clerk asked Councillors to consider quotes for the archaeological supervision of fencing works. This is for a supervisor to be present for 3 days whilst the holes are dug for the new fencing surrounding Castle Park at a cost of £2,716.80. After a discussion Councillor C Harvey proposed and Councillor J Butler seconded:

**RESOLVED: That Thetford Town Council pay £2,716.80 for a supervisor to be present whilst holes a dug to the new fence surrounding Castle Park (5420).**

158/19 Small Grants

The Deputy Town Clerk asked Councillors to consider a small grant request from Princes Trust for £300. After s discussion Councillor T Jermy proposed and Councillor C Barreto seconded:

**RESOLVED: That Thetford Town Council award a grant of £300 to the Princes Trust (5452).**

221/19

**CONTRACTS UPDATE**

To note

Reference	Title	Description		Awarded To	Cost	Tender	Contract Finders Website
TTC/19/001	Trim Trail Tender	Consulting	1 year	undecided	£40000	y	y
TTC/19/009	TTC Insurance	Annual TTC Insurance 2019-2021	3 years	Zurich	£9759.59	y	y

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- 222/19      **REVIEW OF DEBTORS AND POTENTIAL WRITE OFF ACTION**  
To review the debtors list and consider any required action.
- 223/19      **TERMS OF REFERENCE**  
For review
- 224/19      **FINANCIAL MANAGEMENT RISK ASSESMENT**  
For review
- 225/18      **INVESTMENT UPDATE**  
To review latest update from Barratt & Cooke
- 226/18      **CORRESPONDENCE**  
To be noted and considered.
- 227/18      **ITEMS OF URGENT BUSINESS**  
To table urgent business or information at the discretion of the Town Clerk. Any item is to be on an urgent operational matter.
- 228/18      **COMMUNITY ENGAGEMENT**  
To discuss and agree any consultation or media release required.

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