

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD AT  
 THE CARNEGIE, CAGE LANE, THETFORD ON TUESDAY 6th JULY 2021,  
 STARTING AT 2.00 PM.

Present:

Councillors:

R F W Brame (Chair), B J Canham (Vice Chair), C Harvey, J Hollis,

Officers:

Tina Cunnell - Town Clerk Alan Yorke Deputy Town Clerk

149/21	<p><u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u></p> <p>None</p>
150/21	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Cllr James, Cllr Crawford</p>
151/21	<p><u>MINUTES</u></p> <p><b>RESOLVED: The minutes of the Committee meeting held 1<sup>st</sup> June 2021 as a true record received by Council on 30<sup>th</sup> June 2021 signed/initialled by the Committee Chairman.</b></p>
152/21	<p><u>ENVIRONMENT AUDIT</u></p> <p>Officer briefed the following and committee noted:</p> <p>The environment audit team arrived on 21st June to look at specifically, lighting, heating, and insulation.</p> <p>The following buildings were included in the initial audit:</p> <ul style="list-style-type: none"> <li>• Carnegie</li> <li>• Guildhall</li> <li>• Shambles</li> <li>• St Peters</li> <li>• Cemetery Chapel</li> </ul> <p>Auditors did not think it appropriate to carry out audit on St Peters until the usage has been established as this would affect what solutions were presented, so this will be reviewed later when usage has been established. Our finance team are producing consumption records for the last few years, which will also form part of the audit as well as our move to greener energy provision last year.</p>

	<p>A report with solutions and potential savings will be sent to the council over the next few weeks and this will help us shape future projects such as the repair and enhancement of the Carnegie roof.</p> <p>Committee discussed the brief</p>
<p>153/21</p>	<p><u>ENVIRONMENT STRATEGY</u></p> <p>Officer briefed the following update:</p> <p>Council Wide Actions</p> <p>Lead by example and register for plastic free council scheme</p> <p>Taking part in international project on recording and reducing plastic pollution</p> <p>Implement electronic filing</p> <p>Partially implemented</p> <p>Electronic papers for meetings, no paper copies at meetings. Electronic display for planning and presentations in the council chamber</p> <p>Implemented except paper copies for Chair</p> <p>Reduce printing</p> <p>Since implementing paperless our copier usage has reduced from 118,634 to 47,847 copies per annum. The direct costs have reduced from £2,940 to £1,160 (excluding VAT).</p> <p>Review waste contracts</p> <p>BDC has a new waste contracts manager whom we are going to approach to compare our current contracts.</p> <p>Initiate annual environmental audit</p> <p>Company appointed with audit starting 21st June 2021</p> <p>Review and reduce use of single use plastics</p> <p>Only use paper straws in bar.</p> <p>Discussing with suppliers as to when reordering resumes will only use biodegradable take out cups and cartons.</p> <p>Change lights to LED where appropriate</p> <p>Carnegie has undergone a programme of replacements of lights to LED, all stage lights, main auditorium and bar area lights have changed to LED.</p> <p>Programme to review and replace all Offices &amp; Kitchen lights with LED alternatives.</p> <p>Electronic tablets for councillors and appropriate staff, for all communications and meetings.</p> <p>Completed</p> <p>Review cleaning materials used and replace with environmentally friendly products.</p> <p>Using company that supplies eco-friendly products</p> <p>Recycle goods no longer needed. Sell or donate.</p> <p>Reclaimed timbers used as posts at Nuns Bridges and other sites, several assets sold via sealed envelope auction.</p> <p>Transport plan</p> <p>Not initiated yet</p> <p>Review energy use consider renewable options.</p> <p>We have moved our electricity supply contracts to 100% green tariffs on a 36 month contract.</p>

## Committee Actions

### Amenities Land and Properties

Manage our woodlands and commons sustainably e.g. charcoal, sell wood  
Timber from habitat management at Barnham Cross Common was sold for planks and smaller logs for firewood. Remains of felled tree at cemetery sold as firewood

Improve open spaces for wildlife. Plant hedging and trees.

Significant habitat improvement works undertaken at Barnham Cross Common. Scrape at Nuns Bridges being managed for extremely rare Creeping Marshwort.

4700 trees and hedging shrubs planted winter 20/21 at sites across the town.

Community activities such as litter picks and conservation work to educate about the environment

Community litter picks suspended during pandemic but conservation volunteer activities have continued twice weekly. A limited number of guided walks were possible at Barnham Cross Common.

### Finance

Explore investments in renewables and environmentally friendly investments.

We have direct investments in renewable companies. Our investment advisors have indicated that new investments by traditional dirty industries are in renewables and green energy.

Ensure companies we work with have an environmental strategy.

Within our tender documents the provision of an environment strategy is requested and forms part of the assessment of the potential tender.

Sale or donation of unwanted assets

Move to paperless accounting records

Whilst not identified as a strategy, we have moved to paperless accounting records. Previously we would print information received electronically. That no longer occurs. Our supplier files have reduced from 7 to 1. Our sales invoice files, previously 4, are no longer required

### Venues& Events

Explore renewable energy options for Carnegie

We have made significant in-roads in changing our lighting within the venues to LED alternatives. The Main Hall lights used 7500 watts and have been reduced to 950 watts with LED alternative. However, there is much work to be done, there are 24 fluorescent strips lights in the Carnegie Kitchen alone, LED would not only reduce that number to less than half without compromising on lighting it would significantly reduce energy usage.

The greatest challenge is the Guildhall and having undergone a significant refurbishment programme which has included upgrade to toilets and the installation motion sensor lighting, the heating of the venue is a very outdated Heating Oil radiator system.

Our ambition to address the heating and cooling of both Carnegie &

Guildhall should be to explore the benefits of solar panels on the Carnegie roof, a space large enough to power both venues and some, unobstructed south facing location, and already connected between the two buildings via

a high-level cross over bridge that could facilitate the power connection easily and unobtrusively.  
 Reduce single use plastics in venues  
 Use biodegradable packaging for takeout purchases  
 Provide reusable takeaway cups and glasses for sale/use in venues  
 The Guildhall Tea room will promote eco-friendly packaging and sell reusable cups that future purchases can redeem a discounted purchase cost. This also fulfils a requirement of the Guildhall Heritage Hub Project.

The committee discussed the following ideas:

- Change vehicles to LPG or petrol
- Set up of some match funding to seed fund green initiatives in next year's budget
- Look at urban conservation such as insect boxes and bird/bat boxes
- Green initiatives should be a full council agenda item

Agreed that once the audit report has been received a recommendation of next steps to be put to Full Council.

**154/21**

TRAINING UPDATE

Following report was noted:

Date of Course	Course	Attendees
Various June	Food Hygiene Level 2 refresher	D.Brooks. T.Scott, K Wright, B. Conradie-Yorke
Various June	Safeguarding Awareness	D.Brooks. K Wright, B.Burnauska B. Conradie-Yorke
16 <sup>th</sup> June	Understanding the planning system	B.Tullett
21 <sup>st</sup> June 2021	Water compliance: Legionella	N. Thompson
21 <sup>st</sup> June	Understanding your councils' finances	B Tullett
30 <sup>th</sup> June 2021	Memorial and Cemetery administration	N.Thompson K.Leeder
6 <sup>th</sup> /7 <sup>th</sup> July	Councillor induction	B Tullett
7,14,21 July	Tenders and contract management	T.Cunnell
14 <sup>th</sup> July 2021	Awarding Public Contracts Skilfully and Lawfully within the Procurement Rules.	A.Yorke

155/21	<p><u>COMMITTEE OFFICERS REPORT</u></p> <p>With the continuation of restrictions there still has been no return to Kings House, however meetings have been successfully delivered in the Carnegie and Guildhall including planning for Breckland District Council.</p> <p>A new microphone set up was trialled which seems successful so will continue. Looking at the views on meetings the majority of views come after the meeting has finished. This coupled with the additional staff requirements for a live streamed meeting the officer recommendation would that once restrictions are lifted that meeting be recorded and then uploaded as soon as possible afterwards. This will be on September's agenda as we should have moved out of restriction and be back to normal meetings by then.</p> <p>Looking at the protect duty consultation, which is about public safety particularly at events, we have been looking at what venues and open spaces are likely to be in the final document and what scale of measures we will need. I have spoken to the Police and there is free staff training that the council can sign up for and an information cascade group that the council may consider joining in due course.</p> <p>Recruitment for the town team member and the new tearoom supervisor posts are out with the countryside and planning officer due to go out this week.</p> <p>Looking at rerolling the retirement post to another town team member who would be the horticultural lead particularly for town centre and projects such as Thetford in Bloom</p> <p>Deputy Town Clerk tabled the current committee financial position (see below) and briefed the following:</p> <ul style="list-style-type: none"> <li>• Owed £11k by a tenant but receiving interest</li> <li>• Need to get smart meters for utilities including water</li> <li>• Review budget in September and look at requirements for next financial year.</li> </ul> <p>Committee asked if a reserve can be set up to look at specific projects such as the Carnegie roof.</p>		
156/21	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>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.</p>		
157/21	<p><u>STAFF UPDATE</u></p> <p>Staff welfare update</p>		

Chairman.

