

**SWAFFHAM TOWN COUNCIL**

Minutes of the Full Council meeting held on Wednesday 14<sup>th</sup> April 2010 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr D. Harman

Councillors: - Mr P. Darby, Mr C Gunner, Mrs T Jennison, Mrs S Lister, Mrs S Matthews, Mr I Sherwood, Mrs P. Wade, Mr D Wickerson.

Town Clerk: - Mr R Bishop

Assistant Town Clerk: - Mrs R Noble

Norfolk County Councillor: - Cllr. Ann Steward

Police: - PCSO Michelle Thurlow

Public: - 9

**1656. APOLOGIES & REASONS FOR ABSENCE.**

1656.1. Cllr Frank Sharpe – holiday.

1656.2. Cllr Carol Baker – health reasons.

1656.3. Cllr Jill Skinner – family commitments.

1656.4. Cllr. D Butters – health reasons.

**1657. DECLARATIONS OF INTEREST**

1657.1. Cllr. Darby declared a personal interest on item 1663.4 as he is a member of the Twinning Association.

1657.2. Cllr. Matthews declared a personal interest on item 1663.4 as she is a member of the Twinning Association.

1657.3. Cllr. Sherwood declared a personal interest on item 1663.4 as he is a member of the Twinning Association.

1657.2. Cllr. Jennison declared a personal interest on item 1661.2. Family Action.

1657.3. Cllr. Gunner declared a personal interest on item 1663.4 as he is a member of the Twinning Association.

**The meeting was adjourned at 6.47 p.m. and reconvened straight away as there was no public participation.**

**1658. REPORTS: police, principal authority etc**

**1658.1. POLICE** PCSO Michelle Thurlow gave the following report:

1<sup>st</sup> April 2008 – 31<sup>st</sup> March 2009 in Swaffham and the 16 Parishes 768 crimes were recorded.

1<sup>st</sup> April 2009 – 31<sup>st</sup> March 2010 in Swaffham and the 16 Parishes 647 crimes were recorded.

During the past month there has been less criminal damage, violence and theft. There have been more drug offences. There has been excrement on the walls in the public toilets, PCSO Thurlow suggested CCTV could be aimed at the doorways, this would help find the person responsible. If blood is found in the excrement to let the SNT know as DNA samples could be taken.

STARS project – there are 12 individuals 12-19 years of age who have been on community activities, they have raised £750 for Help the Heroes, they are involved in Swaffham in Bloom.

The Police will have a presence in school again next week, an officer will be in school for 4 half days per week.

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### **1658.2. COUNTY COUNCILLOR report from Cllr Ann Steward.**

Cllr. A Steward reported she has now taken on a new role which is to lead a new sustainable development post. Although this is a very large portfolio she is looking forward to the challenge.

**1658.3. BRECKLAND COUNCILLOR report from Cllr. Shirley Matthews** – The Pride in Breckland Team is continuing apace. The latest acquisition of funds is to purchase a set of litterbins to be distributed in all lay-bys on our trunk roads – A47 and A11. Every bin will have a panel on each side displaying the winning poster from a Children’s Competition to be run by the Environmental Services.

During March and April the team has been running a Masterchef-type competition for young people in all the market towns of our district and the final will be held on May 6<sup>th</sup> in Dereham.

Breckland Youth Council in conjunction with the Pride in Breckland team has launched a new competition “Bling up Your Bin”. All schools entering will be given a standard litter bin that can be decorated in whatever manner they decide. £200 for school funds will be given to the winner.

Breckland are still engaging with South Norfolk Council to see if they can merge their back office services.

The district Scrutiny project of looking at the car parks in the five market towns has finished with Attleborough and will now concentrate on Watton.

**Cllr Wickerson** reported retailers in the 5 towns are being asked to sign up to ‘Breckland Business Watch’, there will be posters etc. in windows, this will be computerised, shoplifters will be on the systems and retailers will be given a password to allow them to see the crimes. There will be a Community Champion in each town, consisting of one police, one councillor and 2 town members.

### **1659. MAYORS’ REPORT**

1659.1. The following events were attended by the Mayor:

19<sup>th</sup> March – St. Winnold’s Day Breakfast, Downham Market.

24<sup>th</sup> March – Pinder’s Human Circus, Swaffham.

8<sup>th</sup> April – Swaffham Cottage Hospital League of Friends Cheese and Wine Evening.

1659.2. A late application has been received from the Oasis Centre to use the Buttercross area on 29<sup>th</sup> May, 26<sup>th</sup> June, 31<sup>st</sup> July and 18<sup>th</sup> September from 11 a.m. for one hour for backing music and youth drama.

<p><b>It was agreed for the Oasis Centre to use the Buttercross area on 29<sup>th</sup> May, 26<sup>th</sup> June, 31<sup>st</sup> July and 18<sup>th</sup> September from 11 a.m. for one hour for backing music and youth drama.</b></p>
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### **1660. MINUTES**

1660.1. Subject to adding Cllr. Sherwood as being present the minutes were agreed and signed as a true record by the Chairman.

### **1661. Report from the TOWN HALL by the Town Clerk**

1661.1. It was reported for information only and is on the agenda to highlight to the Council the regular problem the council have with the blocking of drains in the public toilets. Last week there was another incident of excrement graffiti in the gents toilets. The office staff are working closely with the police and our contractors to deal with this.

1661.2. A request has been received from Family Action for the Town Council to apply for planning permission for a proposed compost toilet on Tumbler Hill allotments.

This project is something the Town Council have been working with Family Action and other partners for a while now. Family Action has funding in place to supply and install the compost

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toilet. They are requesting the Town Council put in the planning application on their behalf. The cost of putting in an application is reduced by half as we are a local authority.

**It was agreed for the Town Council to submit the planning application on behalf of Family Action but not to pay the cost.**

### **1662. PLANNING/DEVELOPMENT CONTROL:**

1662.1. Decisions/Information from Breckland Council:-

<b>3TL/2009/0049/F</b> Refusal of planning permission for the Erection of 2 No. two storey dwellings with associated parking. 75 The Oaklands. Mr. Creed and Miss Gilding..	<b>3PL/2009/1193/F</b> Planning permission granted for a Photovoltaic solar panel mounted on a rotating tracker – Next Generation Ltd, Ecotech Centre, Turbine Way.
<b>3PL/2010/0069/F</b> – Planning permission granted for proposed alterations and extension – Dr Sanjay Kaushal, The Paddocks, Cley Road	<b>3PL/2010/0023/CU</b> – Planning permission granted for Change of use to vehicle wash for use by the general public (retrospective) – SAS Vehicle Hire, 53 Station Street.
<b>3PL/2010/0063/F</b> – Planning permission granted for extension to existing petrol filling station shop – BP Filling Station, A47 bypass.	

1662.2. Planning applications:-

<b>3PL/2010/0006/TL</b> Extension of time limit on pp 3PL/2007/0234/F (Erection of 2 flats) Land adjacent to 2 Queens Street, Whitsands Road. Parkland Properties. <b>NO OBJECTIONS</b>	<b>3PL/2010/0268/F</b> - Proposed side & rear extension with internal alterations. 52 Mill Farm Nurseries <b>NO OBJECTIONS</b>
<b>3PL/2010/0287/F</b> – Domestic oil tank – Mr B. Whitehead, 7 Dovehouse Row, Norwich Road <b>NO OBJECTIONS</b>	

1662.3. Late applications:-

<b>3PL/2010/0320/O</b> Erection of new single detached dwelling and access works. Mr. J. Wright, 4 North Pickenham Road. <b>OBJECTION – highways issues, poor access and restricted view from one existing property</b>	
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1662.4. Information has been received regarding a site Inspection for 77-81 Market Place – Planning Appeal by Iceland Foods. This site inspection took place earlier today in relation to the planning appeal relating to a previous retrospective application regarding re-organisation of their access.

### **1663. FINANCE:**

1663.1. A preliminary list of the Accounts for Payment for April 2010 paid or to be paid has been circulated in the meeting pack. A further up-dated list has been circulated to the meeting this evening.

**The up-dated list of Accounts for April 2010 were agreed unanimously.**

1663.2. Notice of audit of accounts was circulated to all Councillors for the year ended 31<sup>st</sup> March 2010; approval of annual return by 30<sup>th</sup> June 2010, submission to the auditor by 14<sup>th</sup> July 2010 and appointed date set for the exercise of electors rights is 29<sup>th</sup> July 2010.

This is the standard notice of audit which sets out electors rights and deadlines of end of year accounts submission. These will be presented to the Council for approval at the June 2010 meeting.

1663.3. An invoice was circulated to all Councillors to consider payment to CS Solutions which is in dispute and e-mailed correspondence to date.

In summary this dispute relates to the Town Council bringing a 5 year agreement for their alarm system to an end prematurely. This has resulted in a discussion over the amount requested by CS Solutions to end the contract. The amount requested is £665.92 + Vat. A further e-mailed response has been received and has been circulated to the Council at the meeting. It was hoped to achieve a compromise position that could be put to the Council for approval this evening, but this has not been possible. It was recommended that as further discussion will relate to contractual matters of a confidential nature that may require legal advice; this matter should now be deferred to the private session at item 15.

**It was agreed that as further discussion will relate to contractual matters of a confidential nature that may require legal advice; to defer it to the private session at item 15.**

1663.4. A report was circulated to all Councillors to discuss the recent Twinning Memorabilia grant and the outcome.

Last month the Council approved a £500 grant from their match funding budget towards this project, matching £500 from the Twinning Association. The remaining £500 was requested from the participatory budgeting event held towards the end of March where organisations were encouraged to bid for £5,000 of grant money allocated to projects in the Swaffham area. Unfortunately this bid was unsuccessful whilst the event itself was successful. This leaves a balance to meet to make this project happen. There is a saving of Vat to be reclaimed, plus voluntary labour offered from the Twinning Association that the net cost is now £1,150.00 – so if the cost is to be met 50/50 by the Council and the Twinning Association an additional £75 grant would be required. It was suggested the Council state that their commitment remains at £500 and any small balance to ensure the project proceeds should be met from the budget for the twinning weekend, which is when it is planned to unveil the new display.

**It was agreed the Council state that their commitment remains at £500 and any small balance to ensure the project proceeds should be met from the budget for the twinning weekend.**

1663.5. It was reported the cost of membership for the Norfolk Association of Local Councils is £737.66 and the way the membership is calculated is related to the number of electors at 5,607 x £9.06 + a standing charge £59.25. £291.00 of this fee goes to the National Association of Local Councils. The membership fee is budgeted for within our total of £1,850 amounting to 40% of the budget allocated. The benefits of belonging to both Norfolk and National Associations is obvious in terms of help, legal advice, training, law updates etc but as this is the largest amount within this budget heading the Council should give consideration to this rising cost. It was suggested to continue with membership but to write to Norfolk ALC with regards to keeping their membership fees to a reasonable level, as other public and private organisations within the sector are beginning to offer a more comprehensive service that could compete with NALC and be a potential saving for the Council in future years.

**It was agreed to continue with membership but to write to Norfolk ALC with regards to keeping their membership fees to a reasonable level.**

**1664. GENERAL CORRESPONDENCE:**

1664.1. Information re: Summary Care Records was circulated to all Councillors for information only. Information relating to changes within the NHS has been displayed on Council notice boards relating to various drop in meetings around the County.

1664.2. It was reported a copy of the Norfolk RCC newsletter is in the Town Hall if anyone wishes to see it.

1664.3. It was reported a copy of the Rotary's April newsletter is in the Town Hall if anyone wishes to see it.

1664.4. Home Hospice Support – all Councillors have received invitations this evening to the AGM of Swaffham and Litcham Home Hospice Support.

1664.5. A letter and photographs of Swaffham from Mr Barnetson was circulated to all Councillors. These Council are grateful to receive these photographs of Swaffham in the 1920's and 1930's it was suggested to hand the photographs to the Museum for their display.

**It was agreed to hand the photographs to the Museum for their display.**

1664.6. A letter was circulated to all Councillors which was sent to Hamonds High School re: Cemetery Incident. Letters to and from the school and a response from the Police have been received.

**The Council did not wish to take any further action.**

1664.6. A request from Norfolk RCC re: Broadband Speeds In Norfolk was circulated to all Councillors.

**The Council did not wish to comment to the RCC regarding Broadland speeds received in this area.**

1664.7. A request from Unlockdemocracy.org re: Saving the Sustainable Communities Act was circulated to all Councillors. With the announcement of the General Election on 6<sup>th</sup> May this request is irrelevant as parliament has been dissolved.

1664.8. Details re: EDP Pride in Norfolk Community Awards 2010 were circulated to all Councillors. The deadline is Monday 19<sup>th</sup> April. Cllr. Wickerson reported he had submitted 400 words in support of Advance Swaffham.

1664.9. Information was circulated to all Councillors to consider North Yorkshire Towns Alive Seminar – Attracting and retaining visitors – Action for Market Towns event on 13<sup>th</sup> May at Malton, North Yorkshire.

**1665. COMMITTEE reports: (by Chair/Lead Member or Officer)**

<b>COMMITTEE</b>	<b>LAST meeting</b>	<b>NEXT meeting</b>	<b>Information to consider</b>
<b>1665.1 FINANCE &amp; GENERAL PURPOSES</b>	2 <sup>nd</sup> December 09	21 <sup>st</sup> April 10	The Town Clerk asked the Council if they would agree to postpone this meeting for two weeks until 10 <sup>th</sup> May to accommodate a meeting of the Market Traditions Working

<p><b>Page 1015</b></p> <p><b>Committee</b></p>			<p>Group next week.</p> <p><b>It was agreed to postpone this meeting for two weeks until 10<sup>th</sup> May to accommodate a meeting of the Market Traditions Working Group next week.</b></p>
<p><b>1665.2</b> <b>OPEN SPACES</b> <b>&amp; AMENITIES</b> <b>Committee</b></p>	<p>7<sup>th</sup> April 10</p>	<p>21<sup>st</sup> July 10</p>	<p>A letter was circulated to all Councillors from a Richard Allen who lives in Newark who has asked if he could clear to site of scrap metal. Further details were requested in writing and have been circulated to the Council at the meeting. It was suggested to grant permission subject to Seeing his insurance certificate and environmental insurance policy.</p> <p><b>It was agreed to grant permission subject to Seeing his insurance certificate and environmental insurance policy; and to have a member of staff on site.</b></p>
<p><b>1665.3</b> <b>PLANNING</b> <b>Committee</b></p>	<p>13<sup>th</sup> Aug 09</p>		
<p><b>1665.4</b> <b>RECREATION</b> <b>GROUND</b> <b>Committee</b></p>	<p>7<sup>th</sup> Apr 10</p>	<p>21<sup>st</sup> July 10</p>	<p>It was reported at the last meeting it was agreed to move forward the Sensory Garden Project which has always been part of the project. This version is much scaled down to the one entered into the People's Millions competition and will incorporate a brick wall garden area approximately 12ft in diameter and 24" off the ground. There is funding in place for this project to move forward and it is planned to have wooden seating around half of it and a pathway linking it to the concrete pathway but these two elements will come at a later date once additional funds have been raised.</p> <p>The Rec Committee are recommending that the Council agrees in principle to the Sensory Garden Project to go ahead at the bottom left hand corner of the Rec on Haspalls Road adjacent to the existing concrete path and to use the £1000 that is earmarked in the budget.</p> <p><b>It was agreed in principle for the Sensory Garden project to go ahead.</b></p> <p>Opening Event for Fitness For All Project.</p> <p>The Committee have agreed to have an opening event on Saturday 5<sup>th</sup> June. It is planned to make it a 'Fun Day' including a mini sports day. The Friends have already</p>

<b>Page 1016</b>			approached many groups around the town to come along on the day. They have got local gym instructors involved who will be there on the day to show people how to use the equipment in the right way.
<b>1665.5 TOWN PARTNERSHIP Committee</b>	16 <sup>th</sup> Feb 09	13 <sup>th</sup> Apr 10	<p>a) It was suggested the Town Council Committees should consider all new projects in relation to 'Advance Swaffham' the Town Plan. Whether they are fulfilling part of the objectives, whether they can deliver more in collaboration with other projects and whether the 'Advance Swaffham' logo can be used to promote added value to the delivery process. If this is done in the right way it can only benefit Swaffham as a whole. Future major projects may stand a better chance of receiving grant monies if we can demonstrate unity within the town. It was suggested if the Council agree in principle to this; it could be added as a general policy to the terms of reference for each Committee.</p> <p><b>It was agreed in principle all new projects from the Town Council Committees should be raised as part of 'Advance Swaffham' the Town Plan and as such be added as a general policy to the terms of reference for each Committee.</b></p> <p>a) To receive request for additional information on the Town Council's letterhead and e-mails. At the recent Swaffham Plastic Bag Free Town meeting it was thought a good idea to promote this by including it on the Town Council's letterhead and the logo on all e-mails. The Letterhead could include a line saying "Swaffham Plastic Bag Free Town" and e-mails could include the logo that will be on all the bags.</p>
<b>1665.6 PERSONNEL</b>	25 <sup>th</sup> Jan 10		
<b>1665.7 MARKET</b>	29 <sup>th</sup> Mar 10	24 <sup>th</sup> May 10	<p>a) A Copy of correspondence with Mr. D. Smith relating to the Market in the Assembly Rooms was circulated to all Councillors. This was a letter from an aggrieved trader who regularly attends the Assembly Rooms. It has been responded to by the Town Clerk who has offered to meet to discuss unrelated issues of a general nature for the town.</p> <p>b) Details of a petition re: Saturday Indoor</p>
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Market was circulated to all Councillors. A petition stating "These signatures were obtained between 11am and 12 on Friday 12<sup>th</sup> February 2010." – Receiving at the Town Hall on 29<sup>th</sup> March 2010.

We the undersigned enjoy visiting the stalls in the Assembly Rooms on Saturdays and would like to see them continue. – Three pages of signatures. A further petition was attached and completed on the same day by the traders stating "I confirm that I am a stallholder in the Swaffham Assembly Rooms at the Indoor Market/and or Craft Fairs. I am not a Registered Trader and I have never had a stall on the Swaffham outdoor market on the Market Place. Two traders signed to say that they had been on the Market twice and four times respectively.

c) The Market Working Group.

This was discussed at the recent meeting. Two of the market traders along with 2 Councillors wished to be on the working group. It was also thought a good idea to invite Fabian Eagle to attend as well as members of Icen and the Eco-Tech. It is suggested at 10.1 above that the Market Traditions Working Group would meet on Wed 21<sup>st</sup> April at 7pm in the Town Hall.

d) The Town Council made a copy of the Allotment Deeds available by displaying them at the Town Hall and Annual Town Assembly. Similarly recent concerns have been raised in correspondence and in requests by individual Councillors regarding the Market Charter – would the Council feel it is appropriate to display a copy of this document as suggested? To further consider making a policy as to how to make such information available when contentious issues arise. The charter for example is like many documents contained at the Town Hall not publicly available under the Freedom of Information Act. However, if access is denied there could be allegations of being obstructive. A balance could be to publicly display such documents and to make a copy available for inspection at a room in the Town Hall. It was suggested The Council consider whether it is appropriate to provide photocopies and whether to make a charge.

**It was agreed to display the Market Charter at the Town Hall and at the Town Assembly.**

				<b>It was agreed to make a charge for photocopies of the Market Charter.</b>
<b>1665.8 Youth Council</b>		1 <sup>st</sup> Mar 10	26 <sup>th</sup> Apr 10	
<b>1665.9 Twinning Liaison Committee</b>		8 <sup>th</sup> Mar 10		Copies of letters to Couhe and Hemmoor were circulated to Councillors for information only.

## **1666. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

**1666.1. Icen Partnership** (Cllrs Darby, Matthews & Lister)

**1666.2. Swaffham Museum Ltd** (Cllrs Butters, Gunner & Matthews) – There is information at the Job Centre for Job Fund Grants.

**1666.3. Relief in Need Charity** (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)

**1666.4. Swaffham Infant School** (Cllr Skinner)

**1666.5. Swaffham Town Estate** (Cllrs Butters and Darby)

**1666.6. Swaffham & District Tourism Association** (Cllr Wickerson)

**1666.7. Olive Tree Project** (Cllr Skinner)

**1666.8. Swimming Pool Association** (Cllr Wade) Cllr Gunner as substitute – The AGM is on Monday in the Assembly Rooms at 7.30 p.m.

**1666.9. Garden Science Trust** (Cllr Wade)

**1666.10. Health Forum** (Cllr Wade) - The minutes of the Health Forum meeting on 23/09/09 have been circulated to the Council for information.

**1666.11. Breckland CCTV Group** (Town Clerk) – The Town Clerk met with Graham Green and following the evaluation received a quote of £10000 for a re-deployable camera. Waiting for a report on signals and poles in place.

**1666.12. Swaffham Community Transport** (Cllr Gunner) – The Training Day has been held, are doing a survey of users of Dial-a-Bus, there will be an update at the next meeting.

**1666.13. Learning Partnership** (no representative)

**1666.14. Norfolk Association of Local Councils** (Cllr Matthews) – Villages can have 15 houses without the planning.

Cllr. Sherwood left the meeting at 8.04 p.m.

## **1667. BRECKLAND COUNCIL.**

1667.1. A press release regarding: Parking Pledge for Breckland was circulated to all Councillors for information only. This is a copy of a press release from the Parking Task & Finish Group looking at parking throughout the Breckland District.

1667.2. A press release regarding: Junior Masterchef Finalists was circulated to all Councillors for information only. This is a copy of a press release regarding Breckland Junior Masterchef competition which comes to a climax on Thursday 13<sup>th</sup> May.

1667.3. Details of the Transfer of Play Areas from Breckland Council to Swaffham Town Council were circulated to all Councillors for consideration.

A copy of the latest e-mailed correspondence has been circulated to Councillors at the meeting detailing the queries in respect of the transfer of the play areas. To date there has been no formal acknowledgement received.

1667.4. It was reported there has been a lot of discussion in respect of a handover event planned at the Merryweather Road play area/open space for the afternoon of Friday 4<sup>th</sup> June. This would be a multi-agency event: Town Council, Icen Partnership, Police, Breckland Council, Residents Association, Youth Groups etc. The meetings in relation to Merryweather Road have involved the anti-social behaviour officers from the Police and Breckland Council and this event is seen as a way of trying to raise awareness of a joint agency approach to problem solving. This event is a local affair, only advertised within the Merryweather estate and its adjoining two estates. This is not a town wide event and would not adversely affect the launch of the new equipment on the Rec the following day. It was suggested to use the Merryweather event to advertise what is happening at the Rec.

The Town Clerk stated the handover is of course dependant on the legal work being completed and all issues being answered to the satisfaction of the Council and suggested that the Council complete the transfer of the play areas subject to clarification of the issues raised.

**It was agreed the Council would not take on the Merryweather Road play area if Breckland do not agree to the issues raised.**

### **1668. NORFOLK COUNTY COUNCIL.**

1668.1. The updated Market Fair Scheme was circulated to all Councillors for consideration, it was suggested that this information is considered by the next Market Committee meeting.

**It was agreed the Market Fair Scheme is considered at the next Market Committee Meeting.**

1668.2. It was reported the Town Council are in receipt of copied Public Rights of Way network plans which is available in the office at the Town Hall.

### **1669. DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-**

1669.1. Personnel – 12<sup>th</sup> April – 2pm – Town Clerk's Office.

1669.2. Town Partnership – 13<sup>th</sup> April – 6pm – Council Chamber.

1669.3. Toilet Working Group – 20<sup>th</sup> April – 5pm – Town Clerks Office.

1669.4. Finance & G.P. Committee – 21<sup>st</sup> April – 7.00pm in the Council Chamber

1669.5. Youth Council – 26<sup>th</sup> April – 6.30pm in the Council Chamber

1669.6. Annual Town Assembly – 28<sup>th</sup> April – 7.00pm in the Assembly Rooms.

1669.7. Full Council Annual meeting – 12<sup>th</sup> May 2010 – 6.45pm in the Council Chamber.

### **1670. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

1670.1. The Town Clerk reported on the good progress being made by the auditors Mazars who are working towards concluding matters in respect of the 2006/07 and 2007/08 accounts. The Town Clerk had discussed a concern relating to the use of capital funds, but it had been proven that the Council had acted lawfully. There are on-going discussions in relation to Reserves both Earmarked and General; any compensating adjustment may adjust year end balances to bring forward in for 2009/10. The Clerk will discuss issues that arise out of the audit with the Finance Committee in respect of having the necessary Reserves and overcoming potential cash-flow vulnerability in forthcoming years.

1670.2 The Town Clerk briefed the Council on the issues currently being dealt with by the Personnel Committee. Our new trainee Town Gardener & Handyman Kevan Hill started work earlier this week and our new Project & Admin support Officer starts next Monday, thus bringing the staff back to its full number. As part of the management re-structuring the Town Clerk outlined a trial period of three months for a 'maintenance & general works manager' for 5 hours a week. This would be an internal appointment to provide the link between the office and the outside staff, overseeing instructions and monitoring of work. It was explained that this year

with the transitional period of training staff taking over from staff approaching retirement age means that overtime will be reduced, allowing for these 5 hours to be paid out of the overtime budget.

**It was agreed unanimously to trial for three months a 'maintenance & general works manager' with an internal appointment funded from the overtime budget.**

1670.3. A discussion took place relating to an outstanding invoice from CS Solutions for early termination of the contract. The Town Clerk had argued the case strongly for a reduction in this outstanding invoice of £665.92 but it was difficult to go against the detail within the small print and the original proposal form signed by the Town Clerk. The Clerk admitted that it was his mistake and offered to settle the account from TOIL (Time off in Lieu) owed to him so that there would be no cost to the Council. Following a short debate it was proposed by Cllr D. Wickerson, seconded by Cllr P. Wade that the offer was appreciated, everyone makes mistakes hopefully we learn from this; it was the Council who should pay the outstanding account to CS Solutions.

**It was agreed unanimously to pay the outstanding invoice of £665.92 in full.**

A date was agreed for the next Toilet Group meeting of Tuesday 20<sup>th</sup> April at 5pm.

The meeting closed at 8.55 p.m.

Chairman .....