

# THRAPSTON TOWN COUNCIL

Mayor: Cllr. Sam Cribb

77 High Street,  
Thrapston  
Northamptonshire  
NN14 4JJ

Tel: (01832) 734 673

Email: [clerk@thrapstontowncouncil.gov.uk](mailto:clerk@thrapstontowncouncil.gov.uk)  
Website: [www.thrapstontowncouncil.gov.uk](http://www.thrapstontowncouncil.gov.uk)



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195-2017/18

## **Minutes of the Finance & Strategy Meeting held on Tuesday 14 November at 7.30pm in the Town Council Office**

**Present: Cllr Strode-Willis (Chairman), Cllr Baden, Cllr Draycott, Cllr Vaughan,  
Cllr Winter and Cllr Wheeler**

**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> Cllr Cribb offered her apology which was accepted		
2.	<b>Declaration of interest in items on the agenda</b> Cllr Draycott advised that she had received a free ticket to watch a performance.		
3.	<b>To receive any issues from members of the public</b> None		
4.	<b>To review any outstanding actions from previous meetings</b> To determine ownership of Meadow Lane remains outstanding. To confirm CCTV/ADT trading name remains outstanding. All other actions are in progress.		
5.	<b>To approve the Minutes of the Finance &amp; Strategy meeting dated 10 October 2017 (circulated)</b> It was proposed and agreed by all that the minutes be accepted and signed by the Chairman.		

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6.	<p><b>To approve the Notes of the IT Working Party meeting dated 26 October 2017 (circulated)</b> To be deferred until next Full Town Council meeting.</p>	FTC 28.11.17	Clerk
7.	<p><b>To approve the Minutes of the Sports Association Working Party meetings dated 28 September and 26 October 2017 (circulated)</b> It was proposed and agreed by all that both minutes be accepted and signed by the Chairman.</p>		
8.	<p><b>Resolution: To approve the Finance Statements and Payments for October 2017.</b> The Clerk presented the statement and payments for approval and responded to questions. It was then proposed and agreed that both the statement and the payments be approved and agreed by all.</p>		
9.	<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> The Clerk reported that the provider of the alarm systems for the office will not be able to provide the system across the town that is being sought. The Clerk also advised that the maintenance bill for the current provider has not been paid as directed by the Council and the company has been advised that the Council do not need the maintenance. It was proposed and agreed by all that the Council progresses options with ADT and that it be brought back to the next meeting to scrutinise their proposals.</p>	F&S 12.12.17	Clerk
10.	<p><b>To consider a grant application received from Thrapston Dreamers (circulated)</b> The Clerk advised that Dreamers operate a youth drama group in the town and are seeking financial assistance from the Council. Their request was discussed. It was proposed and agreed by all that no grant will be made available to Dreamers in this financial year, but that a meeting will be requested in the next financial year to speak with them about sustainability.</p>	Advise Dreamers and arrange meeting after April 2018	Clerk

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11.	<p><b>To consider a grant application received from Thrapston Cricket Club (circulated)</b>  The Clerk advised that Thrapston Cricket Club (TCC) are seeking financial support from the Council to replace the all-weather pitch. The request was discussed and it was proposed and agreed by all that a grant be made available in the sum of £1,000.00.</p>	Notify TCC that a grant has been awarded	Clerk
12.	<p><b>To receive, discuss and recommend to Full Town Council adoption of Grant Funding Policy and Application Form (circulated)</b>  A draft policy was circulated to members and following discussion it was agreed that subject to inserting the agreed financial brackets and wording that the decision is at the absolute discretion of the Council that the policy and application form be passed to FTC for formal approval.  It was further agreed to draft a scoring system for all grant applications received.</p>	<p>FTC 28.11.17</p> <p>Draft Scoring System</p>	<p>Clerk</p> <p>Clerk</p>
13.	<p><b>To discuss and agree timescales for IT enhancements (circulated)</b>  The Clerk advised that the contract with the IT support company has come to an end and they no longer support business users. Cllr Wheeler advised that at the IT Working Party a review had been undertaken and suggestions identified on the circulated list as to required IT enhancements.  Members considered and discussed the proposals as circulated.  It was proposed and agreed by all that the Council moves to a VOIP telephone system, costing an additional £25 pcm.  It was proposed and agreed by all that the IT Working Party has a budget of £2,000 to upgrade the other items detailed, being desktops for front desk and clerk; computer software; server; server software and VisoStick for the electronic display.  It was further agreed to draw up a procedure policy for disposal of Council assets.  It was felt by members that a long term objective could be to move to Apple products.</p>	<p>The Clerk in conjunction with Cllr Wheeler to purchase items</p> <p>Create a disposal of assets policy</p>	<p>Clerk / Cllr Wheeler</p> <p>Clerk</p>

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14.	<p><b>To agree hosting the Public Open Library Event on the 24 November 2017</b></p> <p>The Clerk advised that the Friends of Thrapston Library would like Thrapston Town Council to provide the Plaza building to them for the public open event on the 24 November at 7.30pm.</p> <p>The Clerk then advised that the Chairman of the Friends of Thrapston Library would like the Chair of Thrapston Town Council to host and chair the meeting itself.</p> <p>Members agreed to host the meeting and provide the Plaza building with support from the Council in attendance.</p> <p>It was noted that an Extra Ordinary meeting was being called by Cllr Cribb to discuss the Council's position and agree a format of items to be discussed at the public meeting.</p>	To attend Extra Ordinary Meeting 21.11.17	All
15.	<p><b>To discuss rental opportunities</b></p> <p>It was agreed that in light of current uncertainties and budget constraints that this item be deferred until a later date.</p>	Defer to a future meeting	Clerk
16.	<p><b>To receive and discuss quotation received for public toilets monitoring device (circulated)</b></p> <p>A quotation has been received for installing a device to monitor footfall into the toilet. Members considered the proposals and it was agreed to contact Clean4Shaw to ascertain the number of toilet rolls replaced on a weekly basis. It was further agreed to source costings for other monitoring devices.</p>	Contact Clean4Shaw to ascertain number of toilet rolls used	Clerk

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17.	<p><b>To receive, discuss and recommend the Budget for 2018/19 for approval at Full Town Council</b></p> <p>Members were provided with the following reports in order to consider the precept for 2018/19:</p> <ul style="list-style-type: none"> <li>• Budget</li> <li>• Capital Reserves</li> <li>• Staffing</li> <li>• Schedule of Maintenance</li> </ul> <p>Following discussion, it was agreed to increase the grounds maintenance from £30,000 to £50,000 and to increase an allowance for devolved services from £10,000 to £30,000.</p> <p>It was proposed that a revised draft budget go before FTC on 28.11.17 at which time it is hoped that we will have the tax base figure from ENC. This being with a view to submitting an approved budget to FTC on 12.12.17 to set the precept.</p>	Amend budget and issue draft to FTC 28.11.17	Clerk
18.	<p><b>Clerk's Report (for noting)</b></p> <p>No report.</p>		
19.	<p><b>Items for Future Agendas</b></p> <p>None.</p>		
	<p>There being no further business the Chairman closed the meeting at 9.30pm</p>		

Signed.....

Dated.....