



**THORNABY TOWN COUNCIL  
EXTRAORDINARY COUNCIL MINUTES  
MONDAY 12<sup>TH</sup> JUNE 2023 AT 18.30  
THORNABY TOWN HALL**

**Present:** Cllr Glenn Eastick (Mayor)  
Cllr Les Hodge (Vice-Chair)  
Cllr Richard Eglington  
Cllr Mark Fairbairn  
Cllr Phill Genery  
Cllr Mick Moore  
Cllr Steve Walmsley  
Cllr Sylvia Walmsley  
Jen Elstob, Town Clerk - Minute taker

EX-23-18 **NOTICE OF MEETING:**  
The notice convening the meeting is taken as read.

EX-23-19 **APOLOGIES FOR ABSENCE:** apologies were received from:-  
Cllr Ian Dalgarno  
Cllr Nathan Gale  
Cllr Ray Godwin  
Cllr Steve Godwin  
Cllr Julie Hodge  
Cllr Tina Large

EX-23-20 **CODE OF CONDUCT:**  
There were no declarations of interest.

EX-23-21 **PUBLIC PARTICIPATION:**  
There were no members of the public present.

EX-23-22 **MINUTES OF MEETING:**  
To resolve that the minutes of the following meeting are a true and accurate record:  
• Annual Town minutes dated 22nd May 2023  
The Annual Town meeting was not attended therefore no minutes were taken.  
• Full Council meeting dated 22nd May 2023  
**PROPOSED:** Cllr Steve Walmsley      **SECONDED:** Cllr Mark Fairbairn  
**It was resolved** that the minutes dated 22<sup>nd</sup> May 2023 were a true and accurate record.  
• Staffing meeting dated 26<sup>th</sup> May 2023  
**It was resolved** that the minutes dated 26<sup>th</sup> May 2023 were a true and accurate record by Cllr Steve Walmsley.

EX-23-23 **MATTERS ARISING FROM ABOVE MINUTES:**  
There were no matters arising from the above minutes.

EX-23-24 **FINANCE:** to consider and agree the following:  
• To agree the change for accountancy and personal arrangements  
The current accounts and HR provider was reviewed as costs had increased. The accounts and HR services can be provided at a cost of £175 per month by GG and the preparation for audit at £2,800.  
**It was resolved** that GG provide the audit and HR services and to be reviewed in three years.

SIGNED:

DATE:

26/06/2023

**EXCLUSION OF PRESS AND PUBLIC:** To consider a motion – That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 Section 1 (2), the press and public be excluded from the meeting during consideration of the matter referred to at item 5 below, due to the confidential nature of the business to be transacted:

EX-23-25 **TO REVIEW AND AGREE STAFFING ARRANGEMENTS:**

- Caretaker 8 – 10 hours a week

**It was agreed** that a caretaker for the Town Hall would be self-employed, required on an as and when basis'.

- Cleaner 10 hours a week

**It was agreed** that a cleaner for the Town Hall for 10 hours per week would be self-employed or from an agency. Days of work to be discussed and agreed with the cleaner.

- Admin clerk 15 hours per week

The need for an admin clerk to support the TC and to learn the role of the Town Clerk was discussed. Cllr LH to help draft the advert.

**It was agreed** that TTC would employ an admin assistant on fifteen hours per week with a view to eventually work 20 – 25 hours with prospects of promotion.

EX-23-26 **CLERKS REPORT:**

- The TC informed councillors that R Cooper is meeting with GE, TC on 15<sup>th</sup> June at 11am to discuss Thornaby Show.
- The TC informed councillors that the accounts had been signed off by the Internal Auditor.
- Fr Rob Desics had been in touch with TTC to check whether there had been any issues or complaints received regarding the Five lamps Shrine.

SIGNED:



DATE:

26 / 06 / 2023

**For Council June 2023**

**Cheques/Money out**

19.5.23	Telephone	JMC landscapes	RAF Ceremony plaque install	Env/SP	£	326.99
19.5.23	Card	Tesco	Kettle & toaster	Env/SP	£	57.00
22.5.23	Telephone	PL	facebook advertising	Thornafest	£	127.88
24.5.23	Card	Timpson	Keys cut	Env/SP	£	30.00
25.5.23	Telephone	HMRC	Tax & Ins	Admin	£	
25.5.23	Telephone	TTC	Wages	Admin	£	
25.5.23	Cheque 4054	TTC	Petty Cash		£	200.00
26.5.23	Card	Flowerhouse	Flowers for Dibbles Bridge	Env/SP	£	139.00
26.5.23	Card	Timpson	Keys cut	Env/SP	£	11.30
1.6.23	Cheque 4055	Maval	Electrical works	Restoration	£	11,137.81
1.6.23	Telephone	Gik Media	Website update	7130	£	25.00
5.6.23	Telephone	Goldleaf Catering	RAF event	Env/SP	£	143.00
5.6.23	Telephone	James Taylor Joine	Lock changes in the Town hall	Env/SP	£	370.00
12.6.23	Telephone	TBI	Legal Room Rental	Env/SP	£	757.20
12.6.23	Telephone	Gik Media	Website update	7130	£	25.00
12.6.23	Telephone	IOS	Paper and stationery	7030	£	399.37

**Credit/ Income**

4.5.23		Eventbrite		Thornafest	£	1,032.14
18.5.23		Eventbrite		Thornafest	£	932.92
26.5.23		Room Rental deposit Nicola Moore		Room Renta	£	250.00
26.5.23		Thornaby Show Stall Income		7200	£	90.00

**DD**

9.5.23		PLB	Loan		£	2,957.00
11.5.23		BT	Sim	7050	£	10.50
19.5.23		Carphone	Mobile insurance	7050	£	7.99
22.5.23		Anglian	Water		£	39.09
23.5.23		British Gas	Electricity 17th April to 16th M	7340	£	375.76
30.5.23		BT	Telephone	7050	£	90.79
31.5.23		Doc Sol	payment to 31.5.23		£	95.85
1.6.23		02	Mobile	7050	£	13.04
1.6.23		SBC	Key holding	7340	£	34.26
1.6.23		SBC	Business Rates	7340	£	90.00
1.6.23		SBC	Waste	7340	£	31.02

**Petty Cash**

9.5.23		628	Postage for Agenda	7030	£	2.25
10.5.23		627	Key tags	env/SP	£	4.00
18.5.23		626	Asda refreshments RAFA event	env/SP	£	22.00
19.5.23		625	Tesco refreshments RAFA event	env/SP	£	10.75
19.5.23		624	Boyes plastic tmlers RAFA event	env/SP	£	5.27
19.5.23		622	Sainsburys refreshments RAFA event	env/SP	£	18.75
21.5.23		Cash in			£	200.00
22.5.23		623	Timpsons key cutting	env/SP	£	50.50



26/6/23