

MINUTES OF THE MEETING OF THE FINANCE AND SCRUTINY COMMITTEE
Held in the Committee Room, Council Offices, on Monday 12th June 2017 at 7.00pm

PRESENT:

Councillors A Walsh (Chair), J Williams (Deputy Chair), S Ball, J Easterbrook, S Hirst and K Painter.

Town Clerk/RFO - S Holley

FS1. 06/17 Election of Chairman:

Councillor A Walsh was elected to serve as Chairman for the remainder of the Council Year. Councillor J Williams was elected to serve as Deputy Chairman.

FS2. 06/17 Apologies for absence:

No members were absent.

FS3. 06/17 Declarations of Interest:

Minute FS7. 06/17 (i) Councillors S Hirst and J Williams declared non-pecuniary interests in respect of the grant application by St Marys Day Care Centre

Minute FS5. 05/17 (ii) Councillor K Painter declared a non-pecuniary interest in respect of the grant application by the Tetbury Community Minibus Committee, of which he was Acting Chairman.

FS4. 06/17 Minutes:

It was RESOLVED to approve as correct records the Minutes of the Meeting of the Committee held on 10th April 2017 and the Special Meeting held on 22nd May 2017.

FS5. 06/17 Action points arising from those minutes:

Ref	ACTION	WHO	STATUS
FS14 06/16	To consider utilising Coombe House office space, Officers to get overhead costs	Deputy Clerk	31 May - Bromford Housing's solicitor emails to advise working on lease to TTC
FS10. 10/16	Request quotes re windows and stonework of courthouse	Town Clerk	The Clerk had asked the H&R Cttee whether to tie in with the renovation of the external wooden staircase by reviving the project for a comprehensive rebuild and ground floor extension. H&R resolved against this – so the windows and stonework project and the staircase project would both proceed as stand-alone projects.
FS07. 02/17	Appoint GAPTC to carry out internal audit	Clerk/ Deputy Clerk	Internal Audit carried out on 12 th April. RBS had closed down the 2016/17 accounts on

			26 th May and Officers now working on Annual Return (to include the Internal Auditors Report) for full Council on 26 th June and subsequent External Audit
FS10. 01/17	Contact volunteers of emergency plan to see if they are still willing to volunteer	Deputy Clerk / F&S Committee	Deputy Clerk to arrange meeting with Councillors Ball, Hirst, Walsh and Williams.

FS6. 06/17 Exclusion of the Public and Press:

It was RESOLVED that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting for the following item of business on the grounds it involved the likely disclosure of confidential information (as defined in paragraph (3) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to financial or business affairs]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

FS7. 06/17 To consider grant applications:

(i) St Mary's Playgroup, Pre-School and Toddlers - Three members of staff were present to speak on behalf of this application, in response to the Committee's wish for direct dialogue in Closed Session. The Committee was satisfied with the responses provided and RESOLVED to award an immediate grant of £500 and to RECOMMEND to the Council on 26th June 2017 that a further award be considered. The applicants were thanked for attending and were requested to provide a detailed breakdown to explain the additional sum.

Note: the above item was considered in Closed Session for the reasons agreed in Minute FS6. 06/17, but the decision in this Minute is not Exempt/Confidential.

The Committee resumed in Open Session at this point

(ii) St Mary's Day Centre – It was RESOLVED to approve a grant of £500.

(iii) Tetbury Volunteer Community Bus Committee – As Acting Chairman of the Committee, Councillor Painter requested that the application be put on hold. Officers were requested to ask the Committee in three months whether it wished to revive the application.

FS8. 06/17 Payments for May and April Bank Reconciliation:

The May payments were APPROVED. It was noted that the bank reconciliation on 28th April showed the following total in all bank accounts - £352,909.45, but Officers were requested why the Other Cash and Bank Balances showed a nil entry by the Hill Samuel Restricted Bond, whereas the Earmarked Reserves showed that the Bond had a value of £14,335. The exclusion of this figure incorrectly reduced the total figure. The Clerk advised that the Committee's previous request that Officers make use of their RBS training by improving the presentation and clarity of the Council's accounts could be done now that RBS had closed down the accounts for 2017/18. The Committee agreed that significant amendments were not required; it should be sufficient just to alter the sequence of columns presented so as to avoid debit variances where there should be credits and to remove the Earmarked Reserves from the 'bottom line'.

FS9. 06/17 Accounts to 31st March 2017 (12 month review):

NOTED. The figures provided in April had not been affected by the RBS close-down procedures and, as all queries had been addressed in that meeting the Committee had no

further questions. The Accounts and the Internal Auditor's Report would be presented to the Council with the Annual Return papers on 26th June 2017.

FS10. 06/17 Renewal of the Council's insurance policy:

It was noted that the Council had a three-year deal with Aviva, through John Pearce, Broker and the forthcoming year would be the last under that deal. The Council was therefore committed until 2018, when it could undertake a full procurement exercise. This year the Council had the opportunity to update the details of the cover required to reflect changing property values and activities started or dropped. The Town Clerk/RFO had reviewed those details in a recent meeting with Mr Pearce. It was RESOLVED to renew the Council's insurance policy with Aviva.

FS11. 06/17 Projects and Priorities for 2017/18:

The Committee noted that it had the opportunity to contribute to the Council's Action Plan for 2017/18 by suggesting Activities or Projects it investigate or pursue. The following were RECOMMENDED to the Council:

	Activity / Project	Priority for Action High = Immediate / 3 months Medium = 3 to 6 months Long = This Council Year and/or ongoing	Progress by
1	Goods Shed – Post Project Review	Short term	Council / F&S / Town Clerk
2	Improving presentation of the Accounts	Short term	F&S / Town Clerk
3	Confirm new Town Clerk in post	Short term	F & S / Town Clerk
4	Identification of HR / Personnel items for attention	Short term	Council / F&S
5	Recommend creation of separate Personnel Committee for 2017/18 only, to deal with above	Short term	Council / F&S
6	Pre-school provision in Tetbury	Medium-Long term	F&S / Town Clerk
7	Acquiring land for strategic purposes	Medium-Long term	F&S / Town Clerk
8	Creation of a Community Housing Trust to provide affordable housing	Medium-Long term	F&S / Town Clerk
9	Development of Abbeyfield, London Road as start-up units with 'living over the shop' flats	Medium-Long term	F&S / Town Clerk

FS12. 06/17 Approval of Payroll Service provider:

It was RESOLVED that the Council renew its present contract with IRIS.

FS13. 06/17 Correspondence:

1. Letter of thanks from the Tetbury Summer Show Committee in respect of the £100 nominal grant awarded
2. Email of thanks from the Dolphins Running Club in respect of the £500 grant awarded in respect of training costs
3. Flyer from Tetbury Parish Church 'Praying the Town' – Long Street would be the subject of prayers on 18th June and the days following.

FS14. 06/17 Brief Councillor Reports:

Councillor Hirst circulated draft figures for the cost of the French Visit. They showed a small overspend of around £130, which might be reduced to around £30 if a credit note was received for the marquee hire. Gifts to the Mayor of Chatillon and other guests might be ascribed as Civic expenditure, further reducing the overall cost to below the sum budgeted.

FS15. 06/17 Agenda items for future consideration:

No suggestions

FS16. 06/17 Date and time of the next meeting:

10th July 2017 at 7pm

FS17. 06/17 Exclusion of the Public and Press:

It was RESOLVED that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting for the following item of business on the grounds it involved the likely disclosure of confidential information (as defined in paragraphs (1)(2) and (4) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to an individual; Information which is likely to reveal the identity of an individual; and Information relating to any consultations or negotiations, or contemplated consultations for negotiations in connection with any labour relations matter]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

FS18. 06/17 Employment matters:

The Committee made a RECOMMENDATION to the Council in respect of an Employment Matter, to be considered in Closed Session.

The Meeting closed at 8.55pm

Chairman Dated