

MINUTES OF A MEETING OF THE FINANCE AND SCRUTINY COMMITTEE
Held in the Council Chamber, Council Offices, Monday 10th July 2017 at 7pm

PRESENT:

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

Officers: T Niblett (Deputy Clerk/Executive Officer)

Members of Public: Three

FS01. 07/17 Apologies for absence:

Received from Councillor S Ball.

FS02. 07/17 Public Consultation:

Mr Russell stated that the agenda for the meeting of the Council in June had not been published on the noticeboard and asked whether the decisions made at that meeting would be legal. The Committee requested that the Town Clerk clarify and notify all Councillors. Mr Russell also stated his view that there was a conflict regarding the Charities and extension of the burial ground which should be considered when the Council met on 24th July 2017 as Sole Trustee for Charitable Trust 301633. It was agreed that Mr Russell would receive a personal invitation and a telephone call from the Mayor to clarify legal position.

Mr Stowell provided information regarding the grant application for the Tetbury Community Bus. He was advised that, because it was not an agenda item, the Committee could not make a decision, but he was reminded that the Committee had previously agreed a goodwill donation of £250.

FS03. 07/17 Declarations of Interest:

None

FS04. 07/17 Minutes of the meeting held on 12th June 2017:

The minutes of the meeting held on 12th June 2017 were approved as a correct record.

FS05. 07/17 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.

FS10. 01/17	Contact volunteers of emergency plan to see if they are still willing to volunteer	Deputy Clerk / F&S Committee	Meeting arranged 26 th July 2017
FS02. 07/17	Clarify whether Full Council decisions made on 26 th June were legal	Town Clerk	GAPTC had advised all decisions were legal
FS07. 07/17	Contact RBS regarding amendments to be made on Accounts system	Councillor Hirst/EO	RBS had advised that some of the amendments requested could not be made due to the system set-up.
FS08. 07/17	Contact CAB to obtain clarification regarding recent grant application and to see whether there is sufficient funds in F&S Grant budget	EO	Received clarification and FC agreed grant July 2017
FS09. 07/17	Email Risk Management Plan to insurance broker for guidance. Request copy of Dolphins Hall and Goods Shed insurance policies on an annual basis. Clarification on Highways budget	EO Town Clerk	Awaiting response from Insurance Co
FS02. 07/17	Obtain clarification from Community Connexions regarding transport to the Stroke Unit in Cirencester	EO	Due to dwindling numbers and unwillingness of passengers to pay for transport this had been discontinued.

FS06. 07/17 Payments for July and to note June bank reconciliations:

Month 4 payments for TTC July payment amounting to £20,124.97 and Month 4 payment for TIC July payment amounting to £3,686.76. It was proposed by Councillor Hirst, seconded Councillor Easterbrook that these payments be approved – Agreed. The Bank reconciliation ending in £290,989.34 was duly noted.

FS07. 07/17 Accounts to 30th June 2017 (3 month review):

The Committee reiterated its concerns regarding the way the accounts were presented. Councillor Hirst would explain the changes required and Officers would contact RBS to see whether they could be made.

FS08. 07/17 Citizens Advice Bureau (CAB) Grant request:

In September 2016 the CAB had requested a grant in the sum of £4,503; this amount had been queried at the time as the grant given for 2015/16 was £3,800. The Deputy Clerk/Executive Officer was requested to contact the CAB for further information and to see whether there were sufficient funds in the Finance and Scrutiny Committee Grant budget before proceeding to the Council to debate.

FS09. 07/17 Risk Management Strategy:

The Deputy Clerk/Executive Officer presented the Town Clerk's report. Officers were

requested to obtain clarification from the Council's insurance broker regarding Finance, Liability and Insurance issues and to contact the Council's IT Consultant for information regarding backing-up of computer systems. Officers were requested to obtain copies of the Dolphins Hall and Goods Shed Art Centre insurance documents annually, for confirmation that they insured the Council buildings which they occupied. Clarification was requested regarding Highways Working Group budget. The Committee thanked the Town Clerk for his report.

FS10. 07/17 Correspondence:

Email received from St Mary's Playgroup thanking the Council for its grant. Letter from Tetbury Relief in Need Charity thanking the Council for the grant received in respect of the Wednesday/Friday Day Centre.

FS11. 07/17 Councillors Reports:

Councillor Hirst – Comments had been made on Facebook regarding the Council's decision on burial ground, some of these comments could be libellous. Councillor Walsh advised that he had put a post on Facebook with factual information to stop these comments carrying on.

FS12. 07/17 Agenda items for future consideration:

None

FS13. 07/17 Date and time of next meeting 11th September 2017 7pm

Noted

FS14. 07/17 Exempt Information - Public Bodies (Admission to Meetings) Act 1960 section 1 extended by the Local Government Act 1972 Section 100

RESOLVED that in view of the confidential nature of the business about to be transacted, it was in the opinion of this Council and advisable in the public interest, that the public and press be excluded from the meeting. In addition, as the matter related in part to identifiable employees such matters are, in accordance with Standing Orders, discussed by the Council in confidential session.

FS15. 07/17 To approve Confidential minutes of meeting held 12th June 2017:

The Confidential minutes of the meeting held on 12th June 2017 were approved.

FS16. 07/17 HR Matters:

(i) It was agreed that, following a recent incident in the Recreation Ground where a member of the Grounds Team had been bitten by a dog, an advertisement should be placed in the Tetbury Advertiser explaining all dogs to be kept on a lead in the Recreation Ground and both churchyards and that if a member of staff should be bitten again further action would be taken by the Council. The Committee discussed signage on the Recreation Ground requiring that all dogs be kept on leads. The possibility of extra CCTV near the play areas was discussed, to be brought up at a future meeting with the Dolphins Hall Management Committee.

(ii) The Office staff were requested to log calls over the next two weeks for all Dolphins Hall matters.

(iii) The Committee would recommend to the Council when it met on 24th July 2017 that the Temporary Groundsman be put on a permanent contract.

(iv) A Special Meeting would be arranged in August to discuss the possibility of increasing office staff hours to cover the vacant TIC Manager and Town Project Manager positions. The Job Descriptions for the Office Team needed to be reviewed.

Note: the above decisions were considered in Closed Session for the reasons agreed in Minute FS4. 05/17, but the decisions in this Minute are not Exempt/Confidential.

Meeting closed 8.20pm

Chairman Dated