

**MINUTES OF A MEETING OF THE FINANCE AND SCRUTINY COMMITTEE**  
**Held in the Council Chamber, Council Offices, Monday 11<sup>th</sup> September 2017 at 7pm**

**PRESENT:**

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

Observer: Councillor Nikki Ind

Officers: S Holley (Town Clerk)

Members of Public: None

**FS01. 09/17 Apologies for absence:**

Received from Councillors S Ball and K Painter.

**FS02. 09/17 Public Consultation:**

No members of the public were present.

**FS03. 09/17 Declarations of Interest:**

None

**FS04. 09/17 Minutes:**

(a) The Minutes of the meeting held on 10<sup>th</sup> July 2017 were approved as a correct record.

Record of Voting: For – 3, Against – 0, Abstention - 1

(b) The Minutes of the Special Meeting held on 14<sup>th</sup> August 2017 were approved as a correct record. Record of Voting: For – 4, Against – 0, Abstention - 0

**FS05. 09/17 Action points arising from those minutes:**

<b>Ref</b>	<b>ACTION</b>	<b>WHO</b>	<b>STATUS</b>
<b>FS14 06/16</b>	To consider utilising Coombe House office space, Officers to get overhead costs	Deputy Clerk	4 Sept – Bromford sends Lease for signature. Mayor investigating discount on Business Rates with CDC. 25 Sep – More details in update provided to Council. Awaiting responses from Bromford. ONGOING
<b>FS10. 10/16</b>	Request quotes re windows and stonework of courthouse	Town Clerk	Project now with H&R Committee. Delayed over the summer due to unexpected admin for (1) Tetbury Cares follow up meeting and (2) Inspiration Dolphins Awards and (3) temporarily on hold when suggestion of new Office premises came up. ONGOING.
<b>FS10. 01/17</b>	Contact volunteers of emergency plan to see if they are still willing to volunteer	Deputy Clerk / F&S Committee	Meeting held on 26 <sup>th</sup> July with all interested parties. Plan being updated. Next meeting to be

			arranged. ONGOING
<b>FS02. 07/17</b>	Obtain clarification from Community Connexions regarding transport to the Stroke Unit in Cirencester	EO  Town Clerk/Mayor	10 July - F&S noted service discontinued. 14 Sept – Meeting on co-ordinated transport in Tetbury. ONGOING
<b>FS07. 07/17</b>	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.	Town Clerk/RFO and Finance Officer	RBS Omega have made some changes and advised on changes which cannot be made.
<b>FS08. 07/17</b>	Citizens Advice Bureau (CAB) Grant request: Deputy Clerk/Executive Officer 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.	Deputy Clerk/EO	Clarification obtained 26 July – Grant approved by Full Council. DELETE
<b>FS09. 07/17</b>	(i) Email Risk Management Plan to insurance broker for guidance. (ii) Request copy of Dolphins Hall and Goods Shed insurance policies on an annual basis. (iii) Clarification on Highways budget	EO  Town Clerk/RFO	Awaiting response from Insurance Co  Working Groups can be advisory only, executive and budgetary decisions must remain with the Council or a Committee (Section 101 - LGA 1972)
<b>FS16. 07/17</b>	(i) An advertisement to be placed in the Tetbury Advertiser explaining all dogs to be kept on a lead in the Recreation Ground and both churchyards. Discussed signage on the Recreation Ground requiring that all dogs be kept on leads. Possibility of extra CCTV near the play areas discussed. (ii) The Office staff requested to log calls over the next two weeks for all Dolphins Hall matters. (iii) Recommendation to the Council that a temporary member of staff be put on a permanent contract. (iv) Special Meeting to be arranged in August to discuss Staff Review.	Office staff  Deputy Clerk and CRO Town Clerk  Deputy Clerk	ONGOING  Immediately after this meeting calls dropped away significantly. 26 July - Approved by Council  Meeting held 14 Aug. Meeting 4 Sept inquorate.

**FS06. 09/17 Payments for September and to note July and August bank reconciliations**

Month 6 payments for TTC September payments amounting to £26,866.73 and Month 6 payment for TIC September payments amounting to £4,764.69. Record of Voting: For – 4, Against – 0, Abstention – 0. The Bank reconciliations for August (ending £286,453.39) and September (ending £256,834.31) were duly noted.

**FS07.09/17 Accounts to 31<sup>st</sup> August 2017 (5 month review)**

Record of Voting: For – 4, Against – 0, Abstention - 0

**FS08. 09/17 Request for Grant - Girl Guides**

The Committee agreed that it was minded to be sympathetic to the request but wished for clarification on the last full calendar year accounts supplied, which appeared to show no financial activity in 2016.

**FS09. 09/17 Review of the Complaints Procedure**

The Committee noted that the present Complaints Procedure stated that the Council could consider complaints in respect of Councillor behaviour. This was contrary to law; the Localism Act 2012 (and the previous legislation) required complaints in respect of the Code of Conduct for Councillors to be considered by the Monitoring Officer of the District Council. Consequently, Officers had drafted a new Complaints Procedure deleting this section. It was agreed to RECOMMEND the revised Complaints Procedure to the Council for adoption, subject to advice from the GAPTC and minor amendments. Record of Voting: For – 4, Against – 0, Abstention - 0

**FS10. 09/17 Proposed Member/Officer Protocol**

The Committee was requested to consider a draft Member Officer Protocol. It was agreed to RECOMMEND the Protocol to the Council for adoption. Record of Voting: For – 4, Against – 0, Abstention - 0

**FS11. 09/17 Statement on Councillor Behaviour**

Due to concern over recent incidents of member behaviour, in and out of Council meetings, the Committee was requested to consider a Statement on Councillor Behaviour. It was agreed to RECOMMEND the Statement to the Council for adoption, subject to a minor amendment that formal complaints under the Code of Conduct should be referred to the Monitoring Officer at the District Council. Record of Voting: For – 4, Against – 0, Abstention - 0

**FS12. 09/17 Correspondence**

None

**FS13. 09/17 Brief Councillor Reports**

(a) Councillor Walsh informed the Committee of his concern that people attending Sunday morning services at St Mary's Church and St Joseph's Church had been given parking tickets. While some members felt that the tickets were appropriate it was suggested that APCOA be invited to talk to a future meeting of the Highways Working Group.

(b) PCSO Sue Fellows would be requested to speak with the Chairman about how to deal with parking on a dropped kerb, inconveniencing the user of a disabled scooter.

(c) It was suggested that the Highways Working Group consider a solution to the parking problems in Linfield Road.

**FS14. 09/17 Agenda items for future consideration**

Budget-setting – preparation for 2018/19 Budget.

**FS15. 09/17 Date and time of the next meeting – 11<sup>th</sup> September 2017 at 7pm**

Noted.

**FS16. 09/17 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.

**FS17. 09/17 Confidential Minutes of the Meeting held on 10<sup>th</sup> July 2017 and the Special Meeting held on 14<sup>th</sup> August 2017:**

(c) The Confidential Minutes of the meeting held on 10<sup>th</sup> July 2017 were approved as a correct record. Record of Voting: For – 3, Against – 0, Abstention - 1

(d) The Confidential Minutes of the Special Meeting held on 14<sup>th</sup> August 2017 were approved as a correct record. Record of Voting: For – 4, Against – 0, Abstention - 0

**FS18. 09/17 Staffing Review**

The Committee made recommendations on the final stage of the Review. It was agreed to RECOMMEND the proposals in the Review to the Council for adoption. Record of Voting: For – 4, Against – 0, Abstention - 0

*Note: the business covered by Minutes FS17. 09/17 and FS18. 09/17 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 8.45pm

Chairman ..... Dated .....