

MINUTES OF FINANCE & SCRUTINY (F & S) COMMITTEE OF TETBURY TOWN COUNCIL (TTC)

Held at the Council Chambers, Tetbury on Monday 11th July 2016 at 7.00pm

PRESENT Cllrs T Walsh (Chair), S Hirst, S Ball, C Pearce, J Williams, J Easterbrook, in attendance Cllr K Painter & Chief Executive Officer Natalie Haines.

No Apologies

FS1. 07/16 To allow public consultation – K Painter asked whether last month’s minutes reflected his questions regarding the community transport provision, Natalie confirmed that they had in minute note FS3 06/16.

FS2. 07/16 To receive Declarations of Pecuniary Interest in items on the agenda and not already noted on the Register of Interest Forms: Cllr Ball agenda item 6

FS3. 07/16 Adoption of F & S Committee Minutes 13th June 2016: It was proposed by Cllr Williams seconded Cllr Ball to adopt the minutes **Agreed**

FS4. 07/16 Action Points from those minutes and not on the agenda:

Ref	ACTION	WHO	STATUS
FS.8 04/16	To amend financial system carry forwards, detail TIC and rename DH account	CEO	Outstanding
FS6. 03/16	CEO to seek out best secure interest rate – interest rates provided	CEO	Continuing
FS20 04/16	DH Custodial trustees responsibilities	DH Trustees whom are also Cllrs (Hirst & Pearce)	Cllrs who are also trustees will advise once further training has been provided by GRCC later this month, delete as trustees are now clear of their roles
FS21 04/16	Local welfare situation	Day Care working group	Working group set up C Connexions will be offering an additional service in August which will be available Tues and Thurs still require complete costings before F & S can consider further funding for a community mini bus –

			also volunteer drivers were discussed.
FS7 06/16	Follow up Youth club & Footpath grant request	CEO	TAYCT to attend next full council footpath group awarded funding, now delete

FS5. 07/16 To consider grant applications – one grant application received from Cllr Ball regarding the French trip, to date TTC had not funded any element of the trip and had only acted as bankers for the various donation these were as follows;

France £1223.69

Lions £500.00

Feoffees £300.00

MS Building £100.00

LPC (Trull) LTD £100.00

Plus personal donations by 3 x Cllrs £220.00

= £2443.69 less mini bus costs £2039.86 = £403.83

This £403.83 was to be given to Cllr Lea for fuel and tolls plus a further £200.00 if F & S agreed to make a grant of this.

It was proposed by Cllr Pearce and seconded by Cllr Hirst to award the grant on condition that all receipts etc could be audited on return from the trip. Arrangement were made for the monies to be paid in cash to Cllr Lea the following day. **Agreed Cllr Ball abstained.**

FS6. 07/16 To approve payment of TTC & TIC July 2016 accounts -

Month 4 TTC July payment amounting to £102,785.01. It was proposed by Cllr Ball and seconded by Cllr Pearce to approve this payment schedule. **Agreed**

Month 4 TIC July payment schedule amounting to £3205.65. It was proposed by Cllr Pearce and seconded by Cllr Ball to approve this payment schedule. **Agreed one abstention**

Bank reconciliation ending in £736,419.36 duly noted.

FS7. 07/16 To note budget report to end June – duly noted however some queries were raised with regards to the new codes for the goods shed expenditure and where they should appear. In addition work on council offices were noted and CEO given authority to get roof inspected.

FS8. 07/16 To note internal audit findings – Cllrs Ball and Williams had carried the audit out earlier in the day, they reported back that all was in order. Next audit in three months time, Cllrs Easterbrook and Pearce to carry this audit out CEO to confirm date and time.

FS9. 07/16 To agree interim arrangements for payment of August's accounts – Cllr Walsh proposed and Cllr Ball seconded that CEO be given delegated authority to approve August's payments in the absence of Council meetings. **Approved.**

FS10. 07/16 To consider Coombe House office space – no figures received from Bromford CEO to chase.

FS11. 07/16 To review and approve council policies; Code of Conduct, Acceptance of Office, Publication Scheme, Complaints Procedure, Grievance Procedure & Equal Opportunities policy - Code of Conduct it was proposed by Cllr Hirst and seconded by Cllr Pearce to agree to the attached code of conduct **Agreed.** Acceptance of Office – it was proposed by Cllr Walsh and seconded by Cllr Williams to slightly amend the Acceptance of Office. **Agreed.** Publication Scheme – It was proposed by Cllr Ball and seconded by Cllr Pearce to agree the publication scheme. **Agreed.** Complaints Procedure, Grievance Procedure and Equal Opportunities policy – it was proposed by Cllr Pearce and seconded by Cllr Easterbrook that these three policies be agreed and unchanged following close scrutiny of our quality status submission **Agreed.** All of the above policies be taken to full council for final approval.

FS12 07/16 To consider any correspondence received – None

FS13 07/16 To receive brief Cllr reports – Cllr Ball explained that she had purchased a small gift for the Mayor in France. Cllr Walsh said that the London Road repairs had been completed well.

FS14 07/16 To suggest items for September agenda – The upkeep and survey of Old Court House

FS15 07/16 To note the date and time of the next F & S meeting 12th September 2016 at 7pm

It was proposed by Cllr Ball and seconded by Cllr Pearce and **Agreed** 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 an employee such matters are, in accordance with Standing Orders, discussed by the Council in confidential session.

Exempt Information - Public Bodies (Admission to Meetings) Act 1960 section 1 extended by The Local Government Act 1972 Section 100

FS16 07/16 Closed Session – To approve closed session minutes 13 June 2016
Agreed, Cllr Hirst confirmed that all parties had been written to and that mediation had commenced.

Meeting ended 8.05

Chairman Date