

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

Held at the Council Chambers, Tetbury on Monday 13th June 2016 at 7.00pm

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

FS1. 06/16 To Elect Chairman and Vice Chairman – Cllr Walsh Proposed Cllr Williams to be Chair of F & S, however with current workloads including building works Cllr Williams felt that he would not be able to dedicate the time to the role, he was however willing to be deputy.

It was proposed by Cllr Pearce and seconded by Cllr Ball that Cllr Walsh be chair of F & S voted all in favour **Agreed**.

It was proposed by Cllr Walsh and seconded by Cllr Ball that Cllr Williams be vice chair of F & S , voted all in favour **Agreed**.

FS2. 06/16 To note apologies for absence – Cllr Hamlett

FS3. 06/16 To allow public consultation – Cllr Painter asked the committee to help in getting community transport in place, Cllr Walsh requested a report from the day centre group including costings.

FS4. 06/16 To receive Declarations of Pecuniary Interest in items on the agenda and not already noted on the Register of Interest Forms: None

FS5. 06/16 Adoption of F & S Committee Minutes 12th April 2016: It was proposed by Cllr Ball seconded Cllr Pearce to adopt the minutes **Agreed**

FS6. 06/16 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
FS11 04/16	To order confidential stamp and review confidential backing docs procedures	CEO	Completed/ delete
FS6. 03/16	CEO to seek out best secure interest rate – interest rates provided	CEO	Ongoing
FS12 04/16	To seek clarification from internal auditor re 5.1, 8.3 & 11.3	CEO	Requested await further advice from auditor

FS19 04/16	Meet Cllr	CEO & Cllr Hirst	Completed/ delete
FS20 04/16	DH Custodial trustees responsibilities	DH Trustees whom are also Cllrs (Hirst & Pearce)	I understand this was covered by B Pond at DH committee meeting in May, MH aware of our concerns – Cllrs whom are also trustees will advise once further training has been provided by GRCC later this month
FS21 04/16	Local welfare situation	CEO	Working group set up and work continues Phase two of the project as mentioned above in public consultation was to look at the community transport provision, Community connexions were providing a service but it had been reported that the costs to the end user had increased, group to put proposal together and report to F & S

FS7. 06/16 To consider grant applications –

Youth Grant application – It was felt that the application of £13,500 was a large amount and that further justification of this was required, it was noted that £10,000 had been allocated in the budget plans for the year. In addition full accounts were required.

Footpath Group - It was noted that last year TTC had provided some funding for the group. It was proposed by Cllr Hirst and seconded by Cllr Williams that TTC were willing to support the group if the group would consider publicising TTC and TIC in it's future publications, Natalie to seek confirmation of this before proceeding with grant. **Agreed**

FS8. 06/16 To approve payment of TTC & TIC May & June 2016 accounts -

Month 3 (June) TTC payment schedule of £19,172.77 – proposed by Cllr Ball and seconded by Cllr Pearce **Agreed**

Month 2 (May) TTC payment schedule of £229,968.86 was queried as an additional schedule of £29,963.62 had also been provided as a backing document, it was proposed by Cllr Hirst and seconded by Cllr Williams that the schedule of £29,963.62 be authorised (one abstention, this was later withdrawn after further scrutiny where it was noted that the £229,968.86 schedule had included the £200,000 transfer of monies from the current account (precept received) to the deposit account) **Agreed**

Month 3 (June) TIC payment schedule of £3,850.25 – proposed by Cllr Ball and seconded by Cllr Pearce **Agreed**

Month 2 (May) TIC payment schedule of £3520.47 – proposed by Cllr Ball and seconded by Cllr Pearce **Agreed**

It was noted that additional hours of the summer grounds person (incurred on woosack and queens celebrations) would be paid in addition to this month's salaries.

FS.9 06/16 To note budget report to end of May & respective Bank Reconciliations – Budget detail duly noted, in addition bank reconciliation April ending in £435, 571.75 required two corrections as detailed below;

- Balances should read @ 29/04/2016
- Cheques to St Mary's not SWR £543 not £530

Bank reconciliation May ending in £394,506.64 noted.

FS10 06/16 To consider leasing photo copier – quotations were provided as a backing document and it was proposed by Cllr Pearce and seconded by Cllr Williams to go with the Anodata quotation for three years. **Agreed**

FS11 06/16 To note results of financial audit for April – Cllrs Hirst and Walsh confirmed that the audit had been carried out satisfactorily, it was noted that the next audit would take place prior to the July F & S committee meeting and that Cllrs Williams and Ball would carry out the audit from 6pm to report back to F & S that same evening.

In addition Cllr Pearce volunteered to be part of the October audit.

FS12 06/16 To approve Customer Relations Officer CiLCA training – It was proposed by Cllr Walsh and seconded by Cllr Ball that Georgina attend relevant CiLCA training at a cost to the council of £250. It was also noted how well Georgina had settled in and was an excellent addition to the team.

FS13 06/16 To consider 2015/16 budget and financial performance - it was felt that the budget had performed well and that F & S had reviewed in detail at May's full council.

FS14 06/16 To consider utilising Coombe House office space – Cllr Hirst suggested that council consider utilising the currently empty office space over the road to create a council hub for partner organisations, the building had previously been leased on a peppercorn rent by Cotswold Volunteers. It was an open area with both disabled access and toilet. It is likely

that there would be some cost implications so Natalie tasked with finding out likely costs and financial implication on the council and present to F & S next month.

FS15 06/16 To review and approve council policies; – It was proposed by Cllr Walsh and seconded by Cllr Ball that the policies be agreed, noting that the emergency plan (detailed in the remit of committees and the code of conduct required work, Natalie to source some alternative Emergency plans and codes of conduct from other parishes and Towns of a similar size to Tetbury. **Agreed**

FS16 06/16 To consider any correspondence received – None

FS17 06/16 To receive brief Cllr reports –

Cllr Williams raised concern regarding the disabled handwritten badge that had been added to the disabled parking bay in Town, Natalie confirmed that Council was aware and a new professional sign had been ordered and would be installed, it was unclear where the sign had come from.

Cllr Pearce remains extremely concerned with the lack of funding and GCC shortfalls for highways works in the town, he felt the level of safety on Tetbury roads was a major concern for residents suggested writing to MP.

Cllr Hirst reported on the fantastic street party underneath the market hall in celebration of the Queens birthday he felt the area under the market hall and surrounding space was a real asset to Tetbury. He also noted that some S106 funding had been secured for improvements to the town and that this may be used for repaving the area defining the space for future events.

FS18 06/16 To suggest items for July agenda – Emergency plan, code of conduct, community transport and coombe house costings.

FS19 06/16 To note the date and time of the next F & S meeting 11th July 2016 at 7pm

It was proposed by Cllr Ball and seconded by Cllr Hirst 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

FS20 06/16 Closed Session – To consider complaint and grievance

Following a brief update from those concerned Cllrs Painter and Ball and CEO left the meeting.

It was agreed that the grievance and complaint be heard in a closed session by full council.

Meeting ended 9.15

Chairman Date