

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

Held at the Council Chambers, Tetbury on Monday 13<sup>th</sup> February 2017 at 7.00pm  
(Meeting being recorded)

**PRESENT** Cllrs A Walsh (Chair), S Hirst (arrived 7.10pm), S Ball, J Easterbrook, Executive Officer T Niblett, Public Cllrs K Painter

**FS1. 02/17 To note any apologies for absence:** Cllr Williams

**FS2. 02/17 To receive declaration of pecuniary interest in connection with agenda items as shown and not already stated on Register of Interests:** Cllr Walsh wife president of Club 77 (item 8), Governor of St Marys Primary School (item 8)

**FS3. 02/17 To allow public consultation:** None

**FS4. 02/17 Adoption of minutes held on Monday 16<sup>th</sup> January 2017:** It was proposed by Cllr Ball, seconded Cllr Easterbrook to adopt the minutes held on Monday 16<sup>th</sup> January 2017 – voted 2 in favour, 1 abstention.

**FS5. 02/17 Action points from those minutes and not on the agenda:**

| Ref                | ACTION  | WHO             | STATUS  |
|--------------------|---|-----------------|---|
| <b>FS21 04/16</b>  | Community Transport   | Cllr Hirst      | Continuing.   |
| <b>FS14 06/16</b>  | To consider utilising Coombe House office space, Natalie to get overhead costs                    | EO              | Received email from Bromford regarding lease, will reply and await response |
| <b>FS5 07/16</b>   | Monies payable to Cllr Lea for French Trip  | CEO             | Write to Cllr Lea requesting receipts                                       |
| <b>FS10. 10/16</b> | Request quotes re windows and stonework of courthouse   | Grounds Foreman | Awaiting contact details of company who can provide a quotation             |
| <b>FS2. 11/16</b>  | Update regarding incident that took place at the Oct Full Council meeting involving CEO and Mayor | Mayor           | Contact Cllr for an update and to ask for confirmation regarding apology    |
| <b>FS10. 01/17</b> | Contact volunteers of emergency plan to see if they are still willing to volunteer                | F&S Committee   | Cllrs Walsh, Hirst and EO to meet to move this item forward                 |

**FS06. 02/17 To agree appointing RBS in preparing end of year financial reports:** Following last year's successful year end closedown, it was requested by the EO for this to be carried out by RBS

again this year. The cost for this service is £495 per day + mileage at 45p per mile. It was proposed by Cllr Ball, seconded Cllr Hirst to appoint RBS in preparing end of year financial reports – voted all in favour.

**FS07. 02/17 To agree appointing GAPTC to carry out internal audit:** (Cllr Hirst declared an interest) It was requested by the EO for Kim Bedford to carry out the internal audit as per last year. It was proposed by Cllr Ball, seconded Cllr Easterbrook to appoint GAPTC voted 3 in favour, 1 abstention.

**FS08. 02/17 To consider grant applications:**

St Mary's Preschool, Playgroup & Toddlers – Have requested a donation towards training costs for one member to complete Level 3 Forest School Leader training. It was felt that they currently have sufficient funds to provide training costs and this grant was declined.

St Mary's Primary School – Have requested a grant in the sum of £900 to help purchase new folding tables with seats attached which can be quickly folded up and stored, the tables will seat between 16-20 children. The Committee have requested a copy of the schools and governor accounts before council make a decision.

Club 77 – Have requested a grant in the sum of £500 to assist with covering costs to hire the Dolphins Hall and activities which are run on a fortnightly basis. It was proposed by Cllr Hirst, seconded Cllr Ball voted 3 in favour, 1 abstention to offer a £500 grant. The EO has been requested to receive a copy of their insurance policy to see whether the Dolphins hall insurance policy would cover their activities.

New Picket Harp Allotment Association – Have requested a grant in the sum of £250 to purchase a noticeboard on site. The Committee have requested further information on whether this is a legal requirement once this information has been received a decision will be made.

**FS09. 02/17 To consider tree work quotation regarding Linfoot Road and St Mary's Church:**

Quotations had been received to reduce a large ash tree in Linfoot Road and dismantle one large Maple which is in decline at St Mary's Church – This item to be discussed at H&R in March.

**FS10. 02/17 To approve payment of TTC & TIC February accounts and note January bank**

**reconciliation:** It was proposed by Cllr Ball, seconded Cllr Easterbrook to approve the TTC February payments amounting to £53,538.49 – all agreed. It was proposed by Cllr Hirst, seconded Cllr Easterbrook to approve the TIC February payments amounting to £4508.26 – all agreed. It was noted that the January bank reconciliations shows a total amount in all bank accounts £285,450.20.

**FS11. 02/17 To note budget report to end January (10 month review):** Noted. A breakdown of professional fees regarding the Goods Shed has been requested. Check where and when the S106 £8220 income was received for TRLRT. A new code for Ear Marked Reserves for TRLRT needs to be added. Currently hold £26,400 in EMR S106 Allotments advised that the Highfield development has allocation for allotments need to contact Miller Homes to set out conditions TTC expects from them regarding the setting up of plots, footings for sheds, footpaths, car park.

**FS12. 02/17 To consider correspondence received to date:** Received a quotation from our current telephone provider to install a new up-to-date system which will save TTC approximately £40 a month. EO requested to obtain dates when existing contract runs out.

A resignation letter had been received this evening from Cllr Pearce who will step down at the end of February 2017. Cllr Hirst to accept resignation and reply to letter.

Regarding recent article on Wilts & Glos Standard website, Cllr Walsh thanked everyone for emails received. At the Full Council meeting it was agreed to write to Clinical Commissioning Group to obtain a matrix regarding the patient to doctor ratio, this action has not been carried out due to the merging of the Romney House and Phoenix Surgery. Cllr Hirst to write to CCG to request this information and to request better primary care facilities in Tetbury.

**FS14. 02/17 To suggest items for March agenda: None**

**FS15. 02/17 To note date and time of the next F&S meeting 13<sup>th</sup> March 2017 at 7pm.**

**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 an employee such matters are, in accordance with Standing Orders, discussed by the Council in confidential session.

Meeting closed 8.25pm

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