

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

Held at the Council Chambers, Tetbury on Monday 8th February 2016 at 7.00pm

PRESENT Cllrs S Hirst, S Ball, T Walsh, C Pearce, J Williams, M Hamlett & Town Clerk Natalie Haines. In attendance Mark Davies from CCLA

FS1. 02/16 To Note apologies of absence – None

FS2. 02/16 To allow public consultations - None

FS3. 02/16 To receive Declarations of Pecuniary Interest in items on the agenda and not already noted on the Register of Interest Forms: None

FS4. 02/16 Adoption of F & S Committee Minutes 18th January 2015: It was proposed by Cllr Ball seconded Cllr Walsh to adopt the minutes **Agreed**

FS5. 02/16 Action Points from those minutes and not on the agenda:

| Ref | ACTION | WHO | STATUS |
|--------------------|---|---------------------------------|---|
| FS7. 11/15 | Organise D Hall grant payment of £5,000 from reserves, St Mary's day club £250.00 from FS Grants and £300.00 to Shaun the Sheep | Clerk | Completed clerk asked to request copy of ins document for Shaun the Sheep email sent to Sue Ferguson 27/01 |
| FS11. 11/15 | To consider impact of printing backing papers and possible investment in IT tablets for Cllrs | Clerk | Ongoing |
| FS10.10/15 | Cllr Hamlett to discuss with clerk various approaches to Community development | Cllr Hamlett & Clerk | Ongoing delayed, Natalie to send dates over to Mel dates sent 27/01 delete |
| FS6. 11/15 | Clerk to co-ordinate meeting with Barbara Pond and Maggie re land | Clerk | Meeting completed await Charities commission response to Maggie's request for information, Natalie to chased Maggie for up date 27/01 |
| FS6. 01/16 | Arrange payment of £500.00 to Tetbury Cricket Club Arrange payment to the Royal British Legion St Mary's School, request more information | Clerk Clerk Clerk | Bank account details requested 27/01 Bank Account details requested 27/01 Received 27/01 delete |
| FS12. 01/16 | To add refuel date to van mileage form | Clerk | Completed 27/01 delete |
| FS12. 01/16 | To appoint GAPTC as our internal auditor | Clerk | Requested 27/01 delete |

FS6. 02/16 To receive information from CCLA re long term investments – Mark Davies from CCLA circulated information and explained in brief both short and long term options available from CCLA. The longer term investment must be viewed as a 5 year plus investment as it is property linked and to recoup

initial set up charges (currently bid offer spread of 7.3%) which include stamp duty and legal fees. It was felt that more comparisons needed to be made before making a decision, clerk to provide further comparisons at a future meeting.

FS7. 02/16 To consider grant applications –

St Mary's Primary School – Cllr Pearce raised concern that the school had not altered their branding to include the “Dolphins” as previously discussed, however Cllrs felt this was a separate issue but that this would be raised with them at our forthcoming meeting in a few weeks. Discussion took place with regard to requesting funding after a project had been started, however it was proposed by Cllr Hirst and seconded by Cllr Hamlett that the council award a one off payment of £500.00 towards the nurture project. **Agreed**

(1 objection 1 abstention).

FS8. 02/16 To approve payment of TTC & TIC December and February accounts -

December TIC payment schedule £7,986.58 – proposed by Cllr Ball and seconded by Cllr Walsh **Agreed**

December TTC payment schedule £37,232.07 – proposed by Cllr Walsh and seconded by Cllr Pearce **Agreed**

February TIC payment schedule £8540.16 – proposed by Cllr Walsh and seconded by Cllr Hirst **Agreed**

February TTC payment schedule £21,366.70 – proposed by Cllr Walsh and seconded by Cllr Pearce **Agreed**

FS9. 02/16 To note budget report to end of January – Budget detail duly noted, in addition bank reconciliation ending in £309,525.38 noted.

FS10 02/16 To agree IT solutions following visit from Microshade – Following a meeting with a representative from Microshade, (slides shared in backing document), the clerk confirmed that more work needed to take place concerning our current IT arrangements including our agreement with Google which was costing the business £121.00 per month for the hosting of the email addresses. Clerk tasked with finding out further information and putting a business case together.

FS11 02/16 To review emergency plan – Cllrs agreed the emergency plan in principle although it was felt that the plan should be tested at a later stage.

FS12 02/16 To note receipt of petition regarding NDP's/Atkins Town Centre Survey – It was felt the petition should be discussed fully at full council in a closed session.

FS13 02/16 To consider any correspondence received to date – reports regarding tree surveys and burial grounds had been received. Burial ground report to be added to full council agenda and recommendation to full council concerning tree survey would be to give authority to Clerk to deal.

FS14 02/16 To receive brief Councillor reports – issues raised concerning Dufton Road clerk to raise with highways, Cllr Walsh has raised with Cllr Hicks.

FS15 02/16 To suggest items for next agenda - Final sign off on budget, Future investments and IT solutions

FS16 02/16 To note the date and time of the next F & S meeting 14th March 2016 at 7pm

It was proposed by Cllr Walsh and seconded by Cllr Pearce that council go into closed session.

Meeting Closed at 9.00

Chairman Date