

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

Held at the Council Chambers, Tetbury on Monday 12th April 2016 at 7.00pm

PRESENT Cllrs S Hirst, S Ball, T Walsh, C Pearce, J Williams, & Town Clerk Natalie Haines.

FS1. 04/16 To Note apologies of absence – Mel Hamlett

FS2. 04/16 To allow public consultations - None

FS3. 04/16 To receive Declarations of Pecuniary Interest in items on the agenda and not already noted on the Register of Interest Forms: SB & CP Item 19 and SH & JW item 21

FS4. 04/16 Adoption of F & S Committee Minutes 14th March 2015: It was proposed by Cllr Walsh seconded Cllr Ball to adopt the minutes **Agreed**

FS5. 04/16 Action Points from those minutes and not on the agenda:

| Ref | ACTION | WHO | STATUS |
|--------------------|---|-------|-------------------|
| FS11. 11/15 | To consider impact of printing backing papers and possible investment in IT tablets for Cllrs | Clerk | Ongoing Delete |
| FS10 02/16 | Clerk to research IT solutions | Clerk | Ongoing Delete |
| FS6. 03/16 | CEO to seek out best secure interest rate | Clerk | Ongoing |

FS6. 04/16 To consider grant applications –none received

FS7. 04/16 To approve payment of TTC & TIC April 2016 accounts -

April TTC payment schedule £19,505.63 – proposed by Cllr Walsh and seconded by Cllr Ball **Agreed**

April TIC payment schedule £2,748.43– proposed by Cllr Walsh and seconded by Cllr Ball **Agreed**

In addition it was proposed by Cllr Walsh and seconded by Cllr Williams to agree the salary schedule Tax & NI £2327.73, Net pay £8,490.53 & pension contributions £3,028.47, **Agreed**

FS.8 04/16 To note budget report to end of March & Bank Reconciliation – Budget detail duly noted, in addition bank reconciliation ending in £257,396.27 noted. In addition final accounts review need to reflect carried forwards for previous financial year i.e those carried forward from 2014-2015, currently these are not displayed on the RBS system. Next year's budget needs amending to include exact carry forwards where applicable more detail on TIC income and expenditure and amendment of TIC lease expenditure. It was noted that the Dolphins restricted should be renamed.

FS9 04/16 To approve interim arrangements for May accounts – It was proposed by Cllr Hirst and seconded by Cllr Ball that the Chief Executive be given delegated authority to approve May payments. **Agreed**

FS10 04/16 To request support with future petty cash requests – Cllrs Hirst, Walsh and Pearce confirmed that they would support staff in processing petty cash requests.

FS11 04/16 To discuss security of backing documents – It was agreed that all documents of a sensitive nature would be marked confidential either by a watermark or by using a confidential stamp and if particularly sensitive then documents would be issued on the night of the meeting and collected in immediately at the end.

FS12 04/16 To note feedback from internal audit and discuss any action necessary – the report was noted and clarification from the auditor would be sought on points 5.1, 8.3 & 11.3.

FS13 04/16 To note Dolphins Hall Leases – The leases were noted and are currently with the solicitor, it was also noted that;

- The term of 15 years needed to contain a break clause to be in accordance with Charity Law
- The cricket club lease should make particular reference to the sole use of the cricket square
- The income received through fundraising through use of the football pavilion should be referred to in some way with particular reference to a contract or profit share?
- All leases should be three party leases.

FS14 04/16 To consider any correspondence received – None

FS15 04/16 To receive brief Cllr reports – Cllr Pearce raised concern regarding Highways consultation and particular town issues concerning potholes and street lights, it was encouraged that all reports were recorded and these could be done through the office, Cllr Hicks had also confirmed that Gill Portlock (Gloucestershire Highways) had been tasked with visiting Northfield road and reviewing the issue.

FS16 04/16 To suggest items for next agenda – None

FS17 04/16 To note the date and time of the next F & S meeting 13th June 2016 at 7pm

It was proposed by Cllr Hirst and seconded by Cllr Ball that council go into closed session.

Meeting ended 9.45

Chairman Date