

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

Held at the Council Chambers, Tetbury on Monday 8th September 2014 at 7.00pm

PRESENT Cllrs S Hirst, T Walsh, L Brown, J Henderson, F Taylor-Drewe, C Pearce & Town Clerk Natalie Haines.

FS1. 09/14 Apologies Cllrs S Ball & E Farnham

FS2. 09/14 Public Consultation: None

FS3. 09/14 Declarations of Pecuniary Interest in items on the agenda and not already noted on the Register of Interest Forms: Cllr Pearce item 18

FS4. 09/14 Adoption of F & S Committee Minutes 14th July: Proposed Cllr Walsh seconded Cllr Hirst Agreed.

FS5. 09/14 Action Points from those minutes and not on the agenda:

2013/2303 – ongoing

8.07/14 – awaiting response from CDC

11.07/14 – ongoing

12.07/14 – completed can be removed

13.07/14 – clerk to look at alternative deposit accounts

2014/2872 & FS20.07/14 – ongoing trial of Sunday opening times

FS6. 09/14 To review financial regulations: Proposed Cllr Henderson and seconded Cllr Walsh to adopt financial regulations as recommended and reviewed by Cllr Taylor-Drewe, **Agreed.**

FS7. 09/14 To consider grant applications: Jessica Wilcox, clerk to write and explain that TTC do not provide grants to individuals, however suggest possible alternative funding providers in the Town. Tetbury Flower Show, committee were minded to provide grant but had some queries concerning accounts that had been provided, clerk to seek further clarity and bring back to F & S ASAP. Clerk confirmed receipt of a grant application from Christmas in Tetbury for a donation of a further £1,000, this item will be taken to full council given the amount requested.

FS8. 09/14 To consider business plans' of the Dolphins Hall and Goods Shed and ongoing responsibilities to TTC: Cllr Hirst provided a background paper and discussion took place concerning sustainability of both projects including some critique to the plans provided. It was felt that Cllrs had a role to play in bringing projects together for the benefit of residents including providing leadership to benefit both developments and long term strategy. It was agreed that an item would be added to full council agenda working towards a long term strategy for the town concerning community facilities including SWR leisure centre.

FS9. 09/14 To note response from Grant Thornton regarding annual return: Duly noted

FS10. 09/14 To note July Schedule of payments which includes income and expenditure figures:

Noted

FS11. 09/14 To approve payment of TTC & TIC August and September accounts and note budget report to end of August:

TTC August accounts – Proposed Cllr Henderson seconded Cllr Taylor-Drewe. **Agreed**

TIC August accounts – Proposed Cllr Walsh seconded Cllr Henderson. **Agreed**

TTC September accounts – Proposed Cllr Henderson seconded Cllr Taylor-Drewe. **Agreed**

TIC September accounts – Proposed Cllr Taylor Drewe seconded Cllr Walsh. **Agreed**

Budget report to end of August. Noted, report would be preferred if income could be moved to the beginning of the report and earmarked reserves later in report.

FS12. 09/14 To note TTC staff contribution to help inform Co-operative Working Service Level Agreement between TTC and Dolphins Hall Committee:

Week Commencing	Hours Worked
21 st July 2014	Ground-staff 6 hours (Front & Car Park) Office Admin 2 hours
28 th July 2014	Office Admin 0.5 hours
4 th August 2014	Office Admin 1 hour Playground Inspection Ground Staff 3 hours (Skatepark)
11 th August 2014	Office Admin 2 hours
18 th August 2014	Office Admin 2 hours
29 th August 2014	Ground-staff 8 hours (Car Park)
1 st September 2014	Ground-staff 1 hour (Grass cutting) Office Admin 1 hour

Clerk to share with Dolphin's Hall management committee, noting that it will not lead to increase but could be used to help inform future business planning.

FS13. 09/14 To consider any correspondence received – Clerk confirmed that we had received a statement of value of our investments @ 31/07/2014 with an amount of £14,747.33 from the UK Income Fund CI A Net (Inc) (previously known as Hill Samuel Account).

FS14. 09/14 To receive brief Councillor reports – Cllr Walsh suggested that office 365 may be a way forward towards a paperless office/meetings and that Cllr Lea had obtained a quote of £265 for the purchase of a tablet.

FS15. 09/14 To suggest items for next agenda on 13th October 2014 – None

FS16. 09/14 To note the date and time of the next F & S meeting 13th October 2014 at 7 pm.

It was proposed by Cllr Henderson and seconded by Cllr Taylor-Drewe that we go into closed session.

Meeting Closed at 9.00

Chairman Date