

MINUTES OF A MEETING OF THE FINANCE AND SCRUTINY COMMITTEE
Held in the Council Chamber, Council Offices, Monday 9th October 2017 at 7pm

PRESENT:

Councillors: A Walsh (Chair), S Ball, J Easterbrook, S Hirst and J Williams.

Observer: Councillor S Scotford

Officers: S Holley (Town Clerk)

Members of Public: Mr S Scott and Mrs J Tancock attended to speak in respect of the grant application submitted by the Tetbury Area Youth and Community Trust (Minute FS08. 10/17 refers)

FS01. 10/17 Apologies for absence:

Received from Councillor K Painter.

FS02. 10/17 Public Consultation:

No members of the public were present.

FS03. 10/17 Declarations of Interest:

None

FS04. 10/17 Minutes:

The Minutes of the meeting held on 11th September 2017 were approved as a correct record subject to the following amendments:

- (i) Attendance – Delete Councillor Jon Easterbrook’s name from the list of members present and add to Apologies for Absence.
- (ii) Records of Voting (all relevant Minutes) – amend figures to reflect an additional member’s absence.
- (iii) Date of Next Meeting (Minute TC15. 09/17) – amend to read 9th October 2017

Record of Voting: For – 3, Against – 0, Abstention – 2, Absent/Apologies - 1

FS05. 10/17 Action points arising from those minutes:

Ref	ACTION	WHO	STATUS
FS14 06/16	To consider utilising Coombe House office space, Officers to get overhead costs	Deputy Clerk	4 Sept – Bromford sends Lease for signature. Mayor investigating discount on Business Rates with CDC. 25 Sep – More details in update provided to Council. Awaiting responses from Bromford. ONGOING
FS10. 10/16	Request quotes re windows and stonework of courthouse	Town Clerk	Project now with H&R Committee. Delayed over the summer due to unexpected admin for (1) Tetbury Cares follow up meeting and (2) Inspiration Dolphins Awards and (3) temporarily on hold when suggestion of new Office

			premises came up. ONGOING.
FS10. 01/17	Contact volunteers of emergency plan to see if they are still willing to volunteer	Deputy Clerk / F&S Committee	Meeting held on 26 th July with all interested parties. Plan being updated. Next meeting to be arranged. ONGOING
FS02. 07/17	Obtain clarification from Community Connexions regarding transport to the Stroke Unit in Cirencester	EO Town Clerk/Mayor	9 Aug – Discontinued due to dwindling numbers and unwillingness to pay 14 Sept – At a meeting on co-ordinated transport Tetbury Community Volunteer Bus said they run a service to the Stroke Unit at 830am on Mondays DELETE
FS07. 07/17	The Committee reiterated its concerns regarding the way the accounts were presented. Councillor Hirst would explain the changes required and Officers would contact RBS to see whether they could be made.	Town Clerk/RFO and Finance Officer	9 Oct – Still not RBS Omega have made some changes and advised on changes which cannot be made. ONGOING
FS08. 07/17	Citizens Advice Bureau (CAB) Grant request: Deputy Clerk/Executive Officer requested to contact the CAB for further information and to see whether there were sufficient funds in the Finance and Scrutiny Committee Grant budget before proceeding to the Council to debate.	Deputy Clerk/EO	26 July - Approved by Full Council. DELETE
FS09. 07/17	(i) Email Risk Management Plan to insurance broker for guidance. (ii) Request copy of Dolphins Hall and Goods Shed insurance policies on an annual basis. (iii) Clarification on Highways budget	EO Town Clerk/ RFO	Still awaiting reply from Insurance Co ONGOING Working Groups can be advisory only, executive and budgetary decisions must remain with the Council or a Committee (Section 101 - LGA 1972) REFER TO COUNCIL

FS16. 07/17	(i) An advertisement to be placed in the Tetbury Advertiser explaining all dogs to be kept on a lead in the Recreation Ground and both churchyards. Discussed signage on the Recreation Ground requiring that all dogs be kept on leads. Possibility of extra CCTV near the play areas discussed.	Office staff	ONGOING
	(ii) The Office staff requested to log calls over the next two weeks for all Dolphins Hall matters.	Deputy Clerk and CRO	Immediately after this meeting calls dropped away significantly. MONITOR
	(iii) Recommendation to the Council that a temporary member of staff be put on a permanent contract.	Town Clerk	26 July - Approved by Council. DELETE
	(iv) Special Meeting to be arranged in August to discuss Staff Review.	Deputy Clerk	Staff Review approved by Council 26 Sept. SIX MONTH REVIEW IN MARCH

FS06. 10/17 Payments for October and to note September bank reconciliations

The Committee approved the Month 7 payments (October) for the Town Council amounting to £34,861.12 and for the TIC amounting to £5,333.63. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 1. The Bank reconciliations as at 2nd October (ending £376,165.30) were duly noted.

FS07.10/17 2017/18 Accounts to 30th September 2017 (6 month budget review)

The Committee noted that Officers had discussed presentation and formatting with RBS Rialtas but felt that a number of improvements were still required. The Committee agreed to the Clerk seeking prices for an expert to review the Council's systems. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 1

FS08. 10/17 Requests for Grants

(i) St Marys Bingo Group – Request for £150. The Committee noted that the Council's Grants Policy was for informal groups without full accounts to be limited to £100, but agreed to a grant of £200. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 1

(ii) Tetbury Area Youth and Community Trust (TAYCT) – Mr. Scott and Mrs. Tancock provided an overview of youth activities at The Pod and explained the reasons for TAYCT's request for a three-year grant package. The Committee understood the security of a three-year deal but it was conscious of the Dolphins Hall Committee's plans to rebuild the Hall and re-house the Youth Club. In view of this, the Committee agreed to RECOMMEND to the Council that £10,000 be granted immediately for 2017/18 and a further £10,000 should be included in the Budget for 2018/19, with the understanding that the Council would consider a request for additional funding mid-year as the situation with premises became clearer. TAYCT would check its previous understanding that it needed to hold reserves sufficient to cover a year's expenses. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 1

FS09. 10/17 Pre-School provision in Tetbury

The Committee was concerned to note a significant decrease in provision. It was AGREED that the subject should be an Agenda item for the next meeting of the Council.

FS10. 10/17 Council Budget for 2018/19 – General Principles

The Town Clerk/RFO asked the Committee for guidance on the general principles for the Council's Budget in 2018/19. Although the increasing population would result in an overall increase in Council Tax payable, it was agreed that it would be hard, if not impossible to stick to a zero increase for the individual taxpayer when the Council was contemplating some significant projects. It was AGREED that the Council look to maintain its base budget unchanged, while costing the various projects so far as was possible.

FS11. 10/17 Review of the Council's Investments

The Committee noted the Internal Auditor's recommendation that the Council review its investments and considered a report from the Town Clerk and RFO listing the Council's financial holdings. The report incorrectly listed a Hill Samuel bond which could be deleted because the funds had been transferred to an Aberdeen long-term reserve, which also appeared in the list of investments. It was noted that the funds held by the Council as Sole Trustee to Charity 301633 had not been included in the review for reasons outlined in the report. It was agreed that the Council should always look to optimise its use of the public money it held, but it should balance the marginal additional return to be had from moving the Council's relatively small financial holdings to better investments against the savings in staff time that result from working entirely (or largely) within Lloyds Bank. In view of that, the Committee RESOLVED (i) to note the Review of the Council's Investments and (ii) to resume the Council's former practice of investing its Earmarked Reserves in a Lloyds Bank Fixed Term Bond. Officers would have the discretion to move funds at quarterly or half-yearly intervals, while not compromising the Council's ability to make regular payments or to make use of any particular Earmarked Reserve. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 1

FS12. 10/17 Inspirational Dolphins Award – Feedback

The Committee was invited to add to the feedback already received from the Heritage and Regeneration Committee and from individual members. It was AGREED that the event had been a great success and should be repeated in two or three years' time, but a few 'lessons learned' would make the next event even better and help with its planning. There had been a significant impact on staff time. Officers were requested to compile a report for the Council.

FS13. 10/17 Correspondence

(i) Email suggesting that the Council/Dolphins Hall jointly discuss employing a part-time warden to help with town issues. The Committee welcomed the suggestion but understood from other Councils that town wardens had no enforcement powers. Officers were requested to consult other Gloucestershire towns, particularly Stroud. The suggestion would be considered as part of the Budget-setting process.

(ii) Cotswold District Council had written to explain that the 2020 Partnership with neighbouring Councils had led to the creation of 'Publica' a new public sector company that would employ staff from all four partner Councils and provide local services on their behalf. Noted.

(iii) Tetbury in Bloom had written to propose the purchase of seven new planters to replace the cattle trough planters bought in 2011. This would be referred to the Heritage and Regeneration Committee as a potential project.

(iv) HM Land Registry had sent form B16-1 'Notice to an adjoining owner of a proposed registration'. The Wilson Trust was seeking to register land at Charlton Road, adjacent to the Dolphins Recreation Ground and the Council's Burial Ground. Officers would reply stating that the Council had no objection.

FS14. 10/17 Brief Councillor Reports

Councillor Walsh informed the Committee that the Friends of Tetbury Hospital had requested that the TIC and Office staff compile an Events Diary for the Advertiser. It was thought by

some members that the Advertiser already had such a diary but the suggestion would be investigated.

FS15. 10/17 Agenda items for future consideration

Progress/Update with Pre-School Provision in Tetbury.

FS16. 10/17 Date and time of the next meeting

13th November 2017 at 7pm - Noted.

FS17. 10/17 Exclusion of the Public and Press:

It was RESOLVED that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting for the following item of business on the grounds it involved the likely disclosure of confidential information (as defined in paragraph (1) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to an individual]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

FS18. 10/17 Confidential Minutes of the Meeting held on 11th September 2017:

The Confidential Minutes of the meeting held on 11th September 2017 were approved as a correct record. Record of Voting: For – 3, Against – 0, Abstention – 2, Absent/Apologies - 1

Note: the business covered by Minute FS18. 10/17 was considered in Closed Session for the reasons agreed in Minute FS17. 10/17, but the decision in this Minute is not Exempt/Confidential.

Meeting closed 9.15pm

Chairman Dated