

MINUTES OF A MEETING OF THE FINANCE AND SCRUTINY COMMITTEE
Held in the Council Chamber, Council Offices, Monday 20th November 2017 at 7pm
(Postponed from 13th November 2018)

PRESENT:

Councillors: S Ball, J Easterbrook, S Hirst, K Painter and J Williams.

Observer: Councillor P Burrell

Officers: S Holley (Town Clerk)

Members of Public: Mr C Tirley attended to speak in respect of the grant application submitted in respect of a proposed Junior Youth Club and Holiday Club (Minute FS09. 11/17 refers)

FS01. 11/17 Apologies for absence and Chairmanship

Because apologies for absence had been received from Councillor T Walsh, the Chair, Councillor J Williams (Deputy Chair) assumed the Chair for the duration of the meeting.

FS02. 11/17 Public Consultation

No members of the public were present. Councillor P Burrell (Observer) commented on the application for a grant in respect of a Junior Youth Club and Holiday Club. Councillor Burrell felt that further detail was required on a number of points, and that at least one professional youth worker should be employed in order to ensure proper safeguarding.

FS03. 11/17 Declarations of Interest

None

FS04. 11/17 Minutes

The Minutes of the meeting held on 9th October 2017 were approved as a correct record.
 Record of Voting: For – 4, Against – 0, Abstention – 1, Absent/Apologies - 1

FS05. 11/17 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	8 Nov. Senior Bromford Officer emails to say she hopes to bring to a close shortly. ONGOING
FS10. 10/16	Request quotes re windows and stonework of courthouse	Town Clerk	Project now with H&R Committee, subject to approval by the Council. ONGOING.
FS10. 01/17	Contact volunteers of emergency plan to see if they are still willing to volunteer	Deputy Clerk / F&S Committee	Plan being updated. Next meeting to be arranged. ONGOING
FS07. 07/17	Concerns regarding the way the accounts were presented.	Town Clerk/RFO and Finance Officer	RBS Omega have made some changes and advised on changes which cannot be made. 8 Nov. Clerk accepts £150 quote for review ONGOING

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.	EO	(i) Awaiting response from Insurance Co (ii) AGREED no need for Council to monitor DH insurance
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. (ii) The Office staff requested to log calls over the next two weeks for all Dolphins Hall matters.	Office staff Deputy Clerk and CRO	Notice drafted for comment, publication expected in November Advertiser Immediately after this meeting calls dropped away significantly. DELETE
FS16. 07/17	(iii) Staff Review.	Town Clerk and F&S	Staff Review approved by Council 26 Sept. SIX MONTH REVIEW IN MARCH

The Committee also received an update on progress against the Council Action Plan for 2017/18 and was pleased to note that the 'traffic light' system showed a number of activities had either been completed or were well in hand. It was AGREED that to suggest to the Planning Committee that it re-think its (self-set) objective of monitoring planning applications to ensure they are built to the correct standard as per the application form.

FS06. 11/17 Payments for November and to note October bank reconciliations

The Committee approved the Month 8 payments (November) for the Town Council amounting to £39,937.91 and for the TIC amounting to £2,942.60. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 1. The Bank reconciliations as at 1st November (ending £347,897.59) were duly noted.

FS07.11/17 2017/18 Accounts to 9th November 2017 (8 month budget review)

Noted.

FS08. 11/17 Preparing Budget Recommendations for 2018/19

The Committee received a report prepared by the Town Clerk/RFO, accompanied by draft figures. It was agreed to RECOMMEND to the Council that, in view of the number of significant projects awaiting final figures or estimates the Council should defer the final decisions on the Budget and Precept until the meeting to be held in January 2018.

FS09. 11/17 Request for Grant – Junior Youth Club/Holiday Club

Mr Tirley spoke in support of the application and answered a number of questions from members. It was AGREED that the Council would need to see a Business Plan, which should identify the premises proposed, before it could come to a decision.

FS10. 11/17 Recruiting New TIC Assistant

It was noted that the Heritage and Regeneration Committee had resolved to rename the TIC the 'Visitor Information Centre' in common with other facilities in the Cotswold District. The Committee considered the additional duties currently done by the retiring VIC Assistant and AGREED to request the Community and Tourism Development Manager to arrange the

handover. Officers confirmed that VIC Assistants were paid for time taken to present reports to meetings of the Heritage and Regeneration Committee.

FS11. 11/17 Correspondence

A letter had been received from the St Mary's Bingo Group thanking the Council for the £200 grant to allow for a Christmas Dinner to thank the charity fund-raisers.

FS13. 11/17 Brief Councillor Reports

Councillor Easterbrook relayed concern about speeding outside St Mary's School along with a suggestion for speed cameras. The Clerk would discuss this with the School and with the Speed Watch group.

Councillor Easterbrook had noticed that traffic had flowed more easily when a Co-op delivery lorry had parked partly over the zig-zags next to the zebra crossing, leaving the car parking spaces free. He suggested that the zebra crossing could be moved to make this permanent, but it was felt that this could not easily be achieved.

Councillor Painter reported that the St Marys Bingo Group had raised around £5,000 toward the Air Ambulance.

Councillor Hirst had learned that Leyhill Prison wanted to establish links with local Councils who might have use for work parties. It was suggested that a work party could clear the vegetation on the river bank.

FS14. 11/17 Agenda items for future consideration

(i) Request for Grant – Junior Youth Club/Holiday Club and (ii) Progress/Update with Pre-School Provision in Tetbury.

FS15. 11/17 Date and time of the next meeting

15th January 2018 at 7pm - Noted.

FS16. 11/17 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 (2) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to the financial or business affairs of any particular person]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

FS17. 11/17 Pre-School Provision

The Committee agreed to RECOMMEND to the Council (a) that the £78,912 S106 money received from the Highfield Farm development be ring-fenced for Pre-School Provision in Tetbury; and (b) that the Council be willing to act as landlord for the premises proposed.

Note: the business covered by Minute FS17. 11/17 was considered in Closed Session for the reasons agreed in Minute FS16. 11/17, but the decision in this Minute is not Exempt/Confidential.

Meeting closed 9.15pm

Chairman Dated