

**MINUTES OF A MEETING OF THE FINANCE AND SCRUTINY COMMITTEE**  
**Held in the Council Chamber, Council Offices, Monday 12<sup>th</sup> March 2018 at 7.20pm**

**PRESENT:**

Councillors: S Ball, S Hirst, K Painter and J Williams (Vice Chair)

Officers: S Holley (Town Clerk)

Members of Public: None

**FS01. 3/18 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. Apologies had also been received from Councillor J Easterbrook.

**FS02. 3/18 Public Consultation**

None.

**FS03. 3/18 Declarations of Interest**

Councillor S Ball declared an 'Other' interest in the item 'Financial Support for the Dolphins Hall – Update' (Minute FS08. 3/18 refers), in that she had been appointed as one of the Council's two Trustees on the Dolphins Hall Management Committee.

**FS04. 3/18 Minutes**

The Minutes of the meeting held on 12<sup>th</sup> February 2018 were approved as a correct record. Record of Voting: For – 3, Against – 0, Abstention – 1, Absent/Apologies - 2

**FS05. 3/18 Action points arising from the minutes**

Ref	ACTION	WHO	STATUS
<b>FS14 06/16</b>	To consider utilising Coombe House office space (N.B. name change possible)	Town Clerk	9 Mar – Lease signed and completed, with a handover date being discussed. DELETE AFTER HANDOVER.  The Council should now consider a plan for its own operation. The sub-lease allowing Tetbury Model Railway Club to occupy the First Floor could now be completed. DELETE ON COMPLETION
<b>FS10. 01/17</b>	Contact volunteers of emergency plan to see if they are still willing to volunteer	Deputy Clerk / F&S Committee	Subsequent meeting arranged for 21 <sup>st</sup> November 2017. ONGOING
<b>FS07. 07/17</b>	Concerns regarding the way the accounts were presented.	Town Clerk/RFO and Finance Officer	RBS Omega had made some changes and advised on changes which could and could not be made. Internal Auditor had confirmed that

			the layout was in accordance with accounting practice. DELETE
<b>FS16. 07/17</b>	(iii) Staff Review.	Town Clerk and F&S	26 Sept - Staff Review approved by Council. Six month review by the full Council scheduled for 26 <sup>th</sup> March. DELETE AFTER COUNCIL CONSIDERATION
<b>FS14. 1/18</b>	Renewal of three-year lease over Visitor Information Centre at 33 Church Street. Landlord's agent to be asked to consider extending for longer term	Town Clerk	26 Feb – Council agrees to request six year term with a break and rent review in year 3.  1 Mar – Landlord's agent confirms agreement. Now awaiting draft lease DELETE ON COMPLETION
<b>FS15. 1/18</b>	Meeting to discuss proposed Town Twinning Arrangement	Mayor with Chair of F&S Cttee and Town Clerk	29 Jan – Council resolves to proceed via a community twinning committee. DELETE.
<b>FS09. 2/18</b>	Financing the Dolphins Hall Extension/Rebuild	Council / F&S / Mayor and Town Clerk	26 Feb - Discussion proposals agreed by the Council. ONGOING

#### **FS06. 3/18 Payments and Bank Reconciliations**

The Committee APPROVED the schedule of payments for March, amounting to £34,525.73 for the Town Council and £3,413.77 for the TIC. Record of Voting: For – 4, Against – 0, Abstention – 0, Absent/Apologies - 2. The Committee requested that Officers investigate a discrepancy in balance for the Town Council's Current Account, as the Bank Reconciliation dated 1<sup>st</sup> March 2018 (ending £265,901.60) showed two figures.

#### **FS07. 3/18 2017/18 Accounts to 9<sup>th</sup> March 2018 (11 month Budget review)**

The Committee NOTED the presented Accounts and requested (i) an analysis of telephone use (ii) the background to the transfers from Reserves into the Publicity, Audit/Professional Fees and Legal Fees accounting lines (iii) a breakdown of Legal Fees and Professional fees incurred. In response to the Committee's continued concern at the non-recording of the £34,000 Aberdeen bond it was advised that this had been done by RBS in the set-up of the accounting system and correction (along with the deletion of the funds held by the Council as Sole Trustee) would have to be made by RBS when they next came in.

#### **FS08. 3/18 Financial Support for the Dolphins Hall - Update**

The Mayor and the Town Clerk had met the Chair and Deputy Chair of the Dolphins Hall Management Committee the previous week, to discuss that Committee's response to the

Council's offer to facilitate the extension/rebuild project by applying for a bridging loan. All but one of the Council's requests (detailed in the letter agreed by the Council on 26<sup>th</sup> February) were acceptable. Provision of a Pre-School or Nursery was problematic for DHMC in that the new design did not allow for free-flow outdoor space, which was understood to be an Ofsted requirement. However, it was now understood that the loss of provision caused by the closure of The Stables and the expected closure of Puddleducks was being made up by subsequent increase in provision, planned or actual. All present had agreed that the discussion had been positive and both parties could continue working together. A further report would be made to the Council on 26<sup>th</sup> March 2018. NOTED.

**FS09. 3/18 Commemorating the 100<sup>th</sup> Anniversary of the end of the First World War**

The Committee received a report on the range/scope of activities being planned to commemorate the 100<sup>th</sup> Anniversary of the end of the First World War in Tetbury and likely costs. Working closely with Remembrance organisers in the town the Office Team was leading on a knitted poppy display and on a display board with details on each of the soldiers from Tetbury who fell in WW1. Investigations are being made into commissioning an outline of a WW1 'Tommy' for the town to be part of the 'There but Not There' campaign. The Committee felt that the town should buy two full size figures at £750 each. The Town Clerk was requested to ask the Feoffees and the Lions if they would contribute; the final decision would be considered at a future meeting, in light of the responses. It was suggested that Officers look into using biodegradable poppies for the proposed 'waterfall' of poppies. The rebuild/extension of the Dolphins Hall was likely to prevent use of its toilet facilities, so alternative provision was being considered. NOTED.

**FS10. 3/18 Valuation of Council Offices and Goods Shed**

The Committee was requested to approve the cost of having the Council Offices and the Goods Shed professionally valued for insurance purposes. A local surveyor had quoted £1,330 plus VAT to provide reinstatement valuations. APPROVED. Record of Voting: For – 4, Against – 0, Abstention – 0, Absent/Apologies - 2.

**FS11. 3/18 Review of Risk Assessments**

The Committee noted that the Council's Risk Assessments were due for periodic review. It was RESOLVED that the review should be conducted by email, with the final report to be considered by the Committee in due course. Record of Voting: For – 4, Against – 0, Abstention – 0, Absent/Apologies - 2.

**FS12. 3/18 Correspondence**

Tetbury Rail Lands Regeneration Trust had asked the Council to assist with historic electricity supply readings.

**FS13. 3/18 Brief Councillor Reports**

None.

**FS14. 3/18 Agenda items for future consideration**

Financing the Dolphins Hall Rebuild/Extension, Commemorating the end of the First World War. Review of Risk Assessments. Grant applications from St Mary's Day Centre and RBL Poppy Appeal.

**FS15. 3/18 Date and time of the next meeting**

16<sup>th</sup> April 2018 at 7pm - Noted.

The Meeting closed at 8.34pm

Chairman ..... Dated .....