

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

**PRESENT:**

Councillors: S Ball, J Easterbrook, S Hirst, K Painter, T Walsh (Chair).

Observer: Councillors P Burrell, N Ind

Officers: S Holley (Town Clerk)

Members of Public: None

**FS01. 2/18 Apologies for absence**

Received from Councillor J Williams (Vice Chair).

**FS02. 2/18 Public Consultation**

None.

**FS03. 2/18 Declarations of Interest**

No interests were declared.

**FS04. 2/18 Minutes**

The Minutes of the meeting held on 15<sup>th</sup> January 2018 were approved as a correct record.

Record of Voting: For – 4, Against – 0, Abstention – 1, Absent/Apologies - 1

**FS05. 2/18 Action points arising from the minutes**

Ref	ACTION	WHO	STATUS
<b>FS14 06/16</b>	To consider utilising Coombe House office space	Town Clerk	5 Feb - all lease discussions completed. Awaiting engrossed copy of Lease for signature. ONGOING
<b>FS10. 10/16</b>	Request quotes re windows and stonework of courthouse	Town Clerk	Two quotes received to date. Third one sought. ONGOING / DELETE FROM F&S Action List and progress through H&R Committee.
<b>FS10. 01/17</b>	Contact volunteers of emergency plan to see if they are still willing to volunteer	Deputy Clerk / F&S Committee	Follow-up meeting arranged for 22 <sup>nd</sup> February 2018. ONGOING
<b>FS07. 07/17</b>	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 can and cannot be made. ONGOING

<b>FS16. 07/17</b>	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.	Office staff	Publication confirmed for end of February edition. DELETE AFTER PUBLICATION
<b>FS16. 07/17</b>	(iii) Staff Review.	Town Clerk and F&S	26 Sept - Staff Review approved by Council. SIX MONTH REVIEW IN MARCH
<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	6 Feb - Agent for landlord confirms that they were considering possible options. 12 Feb - Council recommended to approve a six-year lease with a break/rent review at three years. ONGOING
<b>FS15. 1/18</b>	Meeting to discuss proposed Town Twinning Arrangement	Mayor with Chair of F&S Cttee and Town Clerk	18 Jan - Meeting held with Mayor of Chatillon sur Indre and others. 29 Jan – Council resolves to proceed via a community twinning committee. ONGOING.

#### **FS06. 2/18 Payments and Bank Reconciliations**

The Committee APPROVED the payments for month 11 (February) amounting to £22,658.56 for the Town Council and £6,460.59 for the TIC. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 1. The Bank reconciliation dated 1<sup>st</sup> February 2018 (ending £291,781.79) was duly NOTED.

#### **FS07. 2/18 2017/18 Accounts to 31<sup>st</sup> January 2018 (10 budget review)**

The Committee NOTED the presented Accounts and recalled that a summary of variances had been presented at the last meeting, with little change since. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 1.

#### **FS08. 2/18 Internal Auditor's Report on 2017/18 Accounts**

The Town Clerk and RFO reminded the Committee that the Council's new Internal Auditor had carried out her first 'overview' visit in December. A more in-depth inspection had been carried out on 8<sup>th</sup> February 2018 and the resulting report had been circulated. The Mayor had been able to speak with the Internal Auditor and she had explained that the presentation of the Accounts was in accordance with good accounting practice (in particular, negative and positive figures apparently contrary to expectation). The Committee RESOLVED to adopt the recommended actions in the report. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 1.

### **FS09. 2/18 Financing the Dolphins Hall Extension/Rebuild**

The Committee was requested to consider possible options for borrowing to facilitate the rebuilding/extension of the Dolphins Hall. The Clerk explained that he had requested quotes to borrow £500,000 from a number of sources (two High Street banks, a commercial lender and the Public Work Loans Board or PWLB). Previous enquiries at the PWLB had led the Council to believe that a short-term loan was not an option, but a recent call had established that the PWLB would charge around £15,000 to borrow over three years. It was AGREED that the subject needed to be discussed in more detail, and at the earliest opportunity, with the Council and with the Dolphins Hall Management Committee.

### **FS10. 2/18 Review of Policy Documents**

The Committee was requested to review a number of Policy documents:

(i) Community Engagement Policy - The Committee APPROVED its revision by removing or replacing dated content, and the correction of some presentational and formatting errors.

Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 1.

(ii) Disciplinary and Grievance Procedures – The Disciplinary Procedure had originally been adopted in 2008 and, following review, it was APPROVED for continued use with no amendments. The Grievance Procedure had been adopted in 2016 and the Committee APPROVED minor updating to correct some presentational or formatting errors. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 1.

(iii) Equal Opportunities Policy / Equality and Diversity Policy - The Committee APPROVED the withdrawal of the Equal Opportunities Policy and its replacement with the recommended Equality and Diversity Policy, which recognised the new duties specific to public sector organisations. Record of Voting: For – 4, Against – 0, Abstention – 1, Absent/Apologies - 1.

(iv) Grants Policy - The Committee APPROVED its revision with minor updating for clarity. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 1.

(iv) Publication Scheme - The Committee APPROVED its revision with minor updating, mostly to job titles. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 1.

(v) Training Policy - The Committee APPROVED its revision with minor updating to remove or replace dated content, and the correction of some presentational and formatting errors. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 1.

### **FS11. 2/18 Correspondence**

(i) Tetbury Volunteer Community Bus Committee - The Committee had decided to cease operating from the end of February 2018, largely due to the ill-health of a number of Committee members. Well-wishers and subscribers would be repaid as there were sufficient funds easily to cover the amount subscribed.

(ii) Gloucestershire Wildlife Trust – The Trust had been told by the Ministry of Housing, Communities and Local Government that the ‘Wild Towns’ scheme had been given the go-ahead to proceed to full application stage. The final deadline would be 31<sup>st</sup> May 2018 and the Trust would be in touch with its partners to discuss the next steps.

(iii) Gloucestershire Association of Parish and Town Councils – Advice that the Association could not yet provide individual Councils with advice on the forthcoming General Data Protection Regulations.

(iv) Sureteam – Quote to provide First Aid at Work training for up to 12 candidates. The Committee requested that Officers look into the options, including ‘selling’ spaces to neighbouring Parish Councils.

### **FS12. 2/18 Brief Councillor Reports**

None,

### **FS13. 2/18 Agenda items for future consideration**

Financing the Dolphins Hall Rebuild/Extension, Review of Risk Assessments

**FS14. 2/18 Date and time of the next meeting**

12<sup>th</sup> March 2018 at 7pm - Noted.

The Meeting closed at 9.10pm

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