

**MINUTES OF A MEETING OF THE FINANCE AND SCRUTINY COMMITTEE**  
**Held in the Council Chamber, Council Offices, Monday 11<sup>th</sup> June 2018 at 7.00pm**

**PRESENT:**

Councillors: S Ball, D Creed, S Hirst, K Painter and A Walsh

Officers: S Holley (Town Clerk)

Members of Public: Mrs Rachel Moody (Woolsack Committee), Mr Colin Pearce (Dolphins Hall) and Mr Steve Scott (TAYCT).

**FS01. 6/18 Election of Chair and Vice-Chair:**

Councillor Hirst was elected to serve as Chair and Councillor Walsh was elected to serve as Vice-Chair, to serve until the next Annual Meeting of the Council.

**FS02. 6/18 Apologies for absence**

Received from Councillors J Easterbrook and J Williams.

**FS03. 6/18 Public Consultation:**

Mrs Moody spoke on the grant application submitted by the Woolsack Committee (£500 for new bunting). Mrs Moody explained that while 'high quality' bunting had been obtained some years ago it had to be removed when it was found to be so noisy as to disturb residents at night. Cheaper bunting was quieter, but it only lasted for one season, so her Committee suggested that the town centre businesses should contribute as an ongoing commitment, rather than an occasional 'one off'. While the Woolsack Committee decorated for the Woolsack Races it did not follow that it was also responsible for decorating the town centre throughout the summer. Mrs Moody also suggested that the Council / town could consider looking at alternatives to bunting, such as putting flags in the same brackets used for Christmas trees; they would be easier to put up and take down than bunting. The Chairman thanked Mrs Moody for attending and explained that her comments on bunting would be taken into consideration when the Committee determined the grant application. The suggestions to look at alternatives to bunting and to ask town centre businesses for an ongoing contribution would be discussed in a future meeting.

**FS04. 6/18 Declarations of Interest:**

(i) Financial Support for the Dolphins Hall (update) - (Minute FS10. 6/18) - Councillor Ball declared an 'Other' interest in the latest position on a bridging loan, in that she had been appointed as one of the Council's two Trustees on the Dolphins Hall Management Committee (DHMC).

(ii) Requests for Grants (Minute FS11. 6/18) - Councillor Ball declared an 'Other' interest in the two grant applications by DHMC in that she had been appointed as one of the Council's two Trustees on the Dolphins Hall Management Committee (DHMC). Councillor Hirst declared an 'Other' interest in the grant application by the Woolsack Committee, in that he was a member of that Committee. Councillor Walsh declared an 'Other' interest in the grant application by Tetbury Cricket Club in that he was the Club President.

(iii) TRLRT – Requests to hold Farmers Market and to fix GWR sign to building – Minute FS13. 6/18 - Councillors Ball and Hirst each declared an 'Other' interest in that they were the Council's appointed Trustees on TRLRT.

**FS05. 6/18 Minutes:**

The Minutes of the meeting held on 16<sup>th</sup> April 2018 were approved as a correct record.

Record of Voting: For – 4, Against – 0, Abstention – 1, Absent/Apologies - 2

**FS06. 6/18 Action points arising from the minutes:**

<b>Ref</b>	<b>ACTION</b>	<b>WHO</b>	<b>STATUS</b>
<b>FS14 06/16</b>	To consider utilising Coombe House office space (N.B. name change possible)	Town Clerk	The Council should now consider a plan for its own operation. ONGOING
<b>FS10. 01/17</b>	Contact volunteers of emergency plan to see if they are still willing to volunteer	Deputy Clerk / F&S Committee	In July the Plan would be tested (prior to approval) by a scenario exercise. ONGOING
<b>FS14. 1/18</b>	Renewal of lease over Visitor Information Centre at 33 Church Street. Landlord's agent to be asked to consider extending for longer term	Town Clerk	18 May – Landlord's agent sends Heads of terms (same as existing lease).  5 June - Awaiting draft lease DELETE ON COMPLETION
<b>FS09. 2/18</b>	Financing the Dolphins Hall Extension/Rebuild	Council / F&S / Mayor and Town Clerk	SEPARATE AGENDA ITEM / ONGOING
<b>FS07. 3/18</b>	2017/18 Accounts to 9 <sup>th</sup> March 2018. Request for (i) analysis of telephone use (ii) 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.	Finance Officer	ONGOING
<b>FS09. 3/18</b>	Commemorating the 100 <sup>th</sup> Anniversary of the end of the First World War. Ask Feoffees and Lions if they will assist with funding for 2x 'Tommy' figures from the 'There but not There' charity.	Town Clerk	To be referred to the Council on 25 <sup>th</sup> June 2018.  ONGOING
<b>FS12. 4/18</b>	Provision of Defibrillators. Officers to progress installation at the Goods Shed and on one of the Sports Clubhouses at the Dolphins Recreation Ground.	Town Clerk	ONGOING
<b>FS13. 4/18</b>	Funding Gap for French Visits – Report from the Town Twinning Committee	Town Clerk	SEPARATE AGENDA ITEM / ONGOING
<b>FS14. 4/18</b>	Closed Circuit TV Project	Town Clerk	23 May – General support at Annual Town Meeting, with some reservations as

			to cost. Request for further public consultation. ONGOING
<b>FS15. 4/18</b>	Preparation for General Data Protection Regulations	Town Clerk	All staff had attended training. All addressees on the circulation list for Town Centre activities invited to Opt In or Out.  DELETE
<b>FS16. 4/18</b>	Correspondence - (i) <u>GAPTC</u> panel convened to assess the Council's application for the LCAS 'Quality Gold' award (ii) <u>Sport England</u> – objection to the planning application for the Burial Ground. The Town Clerk would arrange a meeting with the Football Club and the Rugby Club, with a conference call to Sport England and the Planning Officer.	Town Clerk	(i) 2 May –Quality Gold Award achieved DELETE (ii) ONGOING – SEE ALSO THE ITEM BELOW
<b>FS14. 3/18</b>	Agenda items for future consideration - Amending the Section 106 policy to include obtaining new informal play space to replace the section of Recreation Ground to be converted.	Town Clerk	30 Apr – Planning Committee approves Policy for <u>future developer</u> to provide replacement land under S106 agreements.  1 Jun – CDC Planner says TTC is to provide the land within two years. ONGOING

#### **FS07. 6/18 Payments and Bank Reconciliations:**

The Committee APPROVED the schedules of payments for May and June, (May = £3,478.10 for the VIC and £30,712.38 for the Town Council. Credit Card = £137.78. June = £33,411.98 for the Town Council and £2,771.89 for the VIC. Combined Petty Cash for the Council and the VIC = £161.09). The Committee was pleased to note the addition of statements for Petty Cash and for the Council's Credit Card, following a recommendation by the Internal Auditor. It was AGREED to hold payment of the subscription to the Gloucestershire Market Towns Forum until it could be established whether membership of the Forum was a worthwhile activity for the Council. The Bank Reconciliation dated 1<sup>st</sup> May 2018 was NOTED but led to some discussion as to its accuracy in view of (a) a manual change resulting from the Internal Auditor's confirmation that the £11,369 held by the Council as Sole Trustee to Charitable Trust 301633 should not appear in the Council's Accounts or Bank Reconciliations and (b) a zero figure against the Aberdeen account which was known to hold around £14,335. Record of Voting: For – 4, Against – 0, Abstention – 0, Absent/Apologies - 2.

**FS08. 6/18 Accounts for 2018/19 – Income and Expenditure for Month 2:**

The Committee noted the reports presented and Officers amplified aspects thereof in response to Members' questions. The Committee requested that future reports on the Accounts include a statement on the Council's Reserves. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 2.

**FS09. 6/18 - Internal Auditor's Report:**

The Committee noted the Internal Auditor's Report on the Council's Accounts for the year to 31<sup>st</sup> March 2018 and RESOLVED to request Officers to implement the outstanding recommendations for action. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 2.

**FS10. 06/18 - Financial Support for the Dolphins Hall (update):**

Discussions had taken place with regard to a right of way issue and had been referred on to the Dolphins Hall Committee. It was noted that the Town Clerk had made an initial request on 22<sup>nd</sup> February for the S106 developer contributions to the rebuild/extension project and had sent a number of follow-up emails. If the S106 monies were received promptly, there would be less need for a £500,000 bridging loan, or no need at all – which would free some or all of the £22,000 budgeted for interest payments.

**FS11. 6/18 - Requests for Grants:**

(i) Tetbury Area Youth and Community Trust – Request for £13,500 to pay the cost of a professional Youth Worker. It was agreed to RECOMMEND to the Council that the £10,000 budgeted for the Youth Club be paid immediately, while noting that the request for £13,500 was made in the context of the Council's provision (in October 2017) to budget £10,000 this year and to "allow ... for the possibility of additional funding mid-year should it become necessary." In October or November, by which time the Council's own funding position should be more clear, the Council could consider the possibility of making up some or all of the £3,500 difference.

(ii) Dolphins Hall Management Committee (DHMC) – the Committee noted the DHMCs request for £8,000 to undertake work to the Recreation Ground in the context of (a) the Council's previous grants of £5,000 a year for that same work and (b) the Council's decisions to award the Dolphins Hall £11,369 following the closure of the Charitable Trust 301633 AND the budget allocation of £22,000 to pay interest on a potential £500,000 bridging loan to facilitate a prompt start to the rebuilding/extension of the Dolphins Hall itself. In view of the expected receipt of S106 monies (Minute FS10. 06/18 refers) either a much smaller bridging loan would be needed, or a loan would not be needed at all. In view of that, some or all of the £22,000 which the Council had budgeted for interest on the bridging loan could be re-allocated to alternative projects – and it would be appropriate to use those funds to restore the grant to the Dolphins Hall. As the Deputy Chairman of the DHMC confirmed that payment was not urgent, the Committee would RECOMMEND to the Council that it look at the situation again in three months' time, or earlier if significant S106 receipts come in.

(iii) Dolphins Hall Management Committee (DHMC) – The Committee would RECOMMEND to the Council that it approve a grant of £846 towards the replacement of three benches.

(iv) Club 77 - £500 grant request APPROVED

(v) Cricket Club – The Club requested a grant of £2,000 towards the replacement of its mower. The Committee APPROVED a grant of £500

(vi) Girlguiding Tetbury District – The Committee APPROVED a grant of £500 to allow the purchase of a storage shed and storage boxes.

(vii) Tetbury Summer Show - £500 grant request APPROVED.

(viii) Woolsack Committee - £500 grant request for the purchase of bunting APPROVED.

The suggestion to ask traders for ongoing contributions was DEFERRED.

(ix) Assistance to Student – No specific figure requested. To support a volunteering expedition to India in 2019. DEFERRED. The Committee noted that the applicant was a Tetbury resident but attended a school in Malmesbury, so Officers were requested to find out

(a) whether the Tetbury Lions and Feoffees would be contributing and (b) whether Malmesbury Town Council would be supporting Malmesbury residents making the same request.

The Committee requested that Officers remind all applicants for grants under the Council's Grants Policy that grants awarded should be considered 'one-off' payments rather than an ongoing commitment. Previous requests would be taken into consideration if further applications were made.

**FS12. 6/18 – Maintenance of NPHAA Allotments:**

DEFERRED. Officers were requested to forward the Agreement between the Council and the NPHAA

**FS13. 6/18 - TRLRT – Requests to hold Farmers' Market and to fix GWR sign to building:**

The Committee RESOLVED to permit Tetbury Rail Lands Regeneration Trust to attach to the Goods Shed a Great Western Railway sign formerly at the Wiltshire Bridge entrance to the old Tetbury Railway Station. The District Council had confirmed that Planning Consent was not required. The Committee also RESOLVED to permit the Trust to hold a Farmers' Market for a trial period of six months, after which the Council would assess its impact. The Market should be held on Fridays and/or Sundays only, in order not to conflict with the other Markets held in the town. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 2.

**FS14. 6/18 – Town Twinning – Progress Report and Request for Funding:**

The Committee noted that, since the Council's decision to support Town Twinning in January (at which time activities were to be led and paid for by an independent Town Twinning Committee). However, the Committee had agreed on 16<sup>th</sup> April that it would be proper to pay for a Civic Party to visit Chatillon for the initial signing of the Town Twinning Charter in July and, since that meeting, other expenses had been identified as falling to the Council as the proper body for the initial signing event, such as a calligrapher to prepare the actual Charter document and civic gifts. The Town Clerk had the authority to spend up to £2,500 on emergency expenditure, even when there is no budgetary provision and the Committee ENDORSED use of that authority. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 2.

**FS15. 6/18 – Wild Towns Project – Approval of Draft Contract and Payment of Match-Funding:**

It was noted that the Heritage and Regeneration Committee had considered a report on the scope of the project in its meeting held on 4<sup>th</sup> June 2018. As the Committee responsible for financial oversight, this Committee was requested to consider the draft contract for approval. The contract explained that the £10,000 budgeted by the Council for use in 2018/19 was not likely to be required until June 2019. The contract was APPROVED. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 2.

**FS16. 6/18 – Council Action Plan – Priorities and Projects for 2018/19:**

The Committee was requested to consider a draft for recommendation to the Council. The Heritage and Regeneration Committee and the Planning Committee had also been invited to do the same.

**FS17. 6/18 – Commemorating the 100<sup>th</sup> Anniversary of the end of the First World War:**

This item had been WITHDRAWN; the report would instead be presented to the Council for consideration on 25<sup>th</sup> June.

**FS18. 6/18 – Renewal of Insurance Policy:**

Officers had met Council’s Insurance Broker at the end of May to update the information held on the Policy. The Council was still waiting for the broker to provide a renewal document and to advise as to the premium. The Town Clerk advised that the Council was about to start the third year of a three year deal and the Council had already delegated Officers the authority to make payments in respect of ongoing contracts. In view of that, it was AGREED to authorise Officers to issue payment for subsequent ratification by the Committee.

**FS19. 6/18 - Correspondence**

The Committee noted a letter from the District Council supporting Sport England’s request that the Council provide a Unilateral Undertaking to provide 25m x 52m of land for informal sport/recreation to replace what was to be taken from the Recreation Ground for conversion to Burial Ground. Confidential discussions were in hand to investigate the provision of such land.

**FS20. 6/18 - Brief Councillor Reports**

Councillor Sandra Ball explained that, as Mayor, she was working on a Mayor’s Tea Party event to be held in November 2018. Costs would be allocated to Civic Costs.

**FS21. 6/18 - Agenda items for future consideration**

Bunting, Council Business Continuity Plan, Operational Plan for Coombe House, arrangements for printing and circulating the Annual Reports for the Annual Town Meeting.

**FS22. 6/18 - Date and time of the next meeting**

9<sup>th</sup> July 2018 at 7pm - Noted.

The Meeting closed at 9.55pm

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