

**MINUTES OF A MEETING OF THE FINANCE AND SCRUTINY COMMITTEE**  
**Held in the Council Chamber, Council Offices, Monday 9<sup>th</sup> July 2018 at 7.05pm**

**PRESENT:**

Councillors: S Hirst, K Painter, A Walsh and J Williams

Observers: Councillors Ind and McCorkell

Officers: S Holley (Town Clerk)

Members of Public: Mr M Philby and Mr M Wood for the Tetbury Fiesta Committee

**FS01. 07/18 Apologies for absence**

Received from Councillors Ball and Creed. Councillor Easterbrook was absent.

**FS02. 07/18 Public Consultation:**

There were no questions for the Council.

**FS03. 07/18 Declarations of Interest:**

None.

*At this point the Chair agreed to vary the order of business in order to accommodate the representatives of the Tetbury Fiesta organising committee, speaking on their grant application.*

**FS04. 07/18 Request for Grant:**

Tetbury Fiesta – Request for £750 towards the cost of security, First Aid, health and safety. The Chairman invited Mr Philby and Mr Wood to speak on their application and to answer questions. The Committee RESOLVED to pay £500 immediately and would hold a further £250 in reserve, should need arise. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 2.

**FS05. 07/18 Minutes:**

The Minutes of the meeting held on 11<sup>th</sup> June 2018 were approved as a correct record. Record of Voting: For – 3, Against – 0, Abstention – 1, Absent/Apologies - 3

**FS06. 07/18 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	The Council should now consider a plan for its own operation. The former Village Agent might be willing to volunteer. 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. 01/18</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	Awaiting draft lease DELETE ON COMPLETION

<b>FS09. 03/18</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	25/6 - Council resolved to place order for one Tommy figure and a commemorative bench ONGOING - KEEP LIVE UNTIL REMEMBRANCE
<b>FS12. 04/18</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	9/7 – Committee noted that the Lions had agreed to pay for one of two defibrillators. The three District Councillors had an allowance which should pay for the second. ONGOING
<b>FS14. 04/18</b>	Closed Circuit TV Project	Town Clerk	Public consultation drafted and reviewed by F&S Chair. To be published in the next Advertiser, so as not to clash with the current consultation on a Traffic Regulation Order. ONGOING
<b>FS14. 03/18</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	4 Jun – Council agrees to Unilateral Undertaking to replace the land within two years. Planning Officer to re-consult and make decision on 18 <sup>th</sup> July. DELETE ON RECEIPT OF PERMISSION

**FS07. 07/18 Improving Presentation of the End of Year Accounts:**

It was explained that the purpose of this item was not to produce a presentable public document so much as to provide individual Councillors with the necessary information to confirm to their own satisfaction the changes to the 'raw' figures produced by the RBS Omega system and to check that the Council had followed proper accounting procedures in order to approve the Annual Governance and Accountability Return – and that this was the reason for providing the original print-outs with manual adjustments. Nevertheless, Officers understood the need for quality in the Council's documentation, so the Committee received a spreadsheet incorporating the 'raw' RBS Omega figures with the adjustments made by the Internal Auditor. The Committee agreed to RECOMMEND this presentation to the Council, subject to clarification by the Internal Auditor on (i) the inclusion of the £14,335 Aberdeen investment account in the list of Earmarked Reserves (Box 1) when it had been stated that long-term investments such as this account should be considered an Asset (for inclusion in Box 9); and (ii) the inclusion of the Neighbourhood Plan as an Earmarked Reserve given that the Plan had been adopted in December 2017 and the remainder of the Reserve should have been returned to the General Fund. Record of Voting: For – 3, Against – 0, Abstention – 1, Absent/Apologies - 3

**FS08. 07/18 Payments for July and Bank Reconciliation for June 2018:**

The Committee APPROVED the schedules detailing payments and receipts for July:

Town Council Payments	£51,027.22
Town Council Receipts	Nil
Credit Card payments	£418.10
Credit Card receipts	Nil
Town Council Petty Cash Payments	£56.98
Town Council Petty Cash Receipts	£56.98
Visitor Information Centre Payments	£3,427.49
Visitor Information Centre Receipts	Nil

The Bank Reconciliation dated 25<sup>th</sup> June – which included closure of the NS&I bank account (held by the Council as Sole Trustee to Charitable Trust 301633) and a Statement of the Earmarked Reserves were both NOTED. It was AGREED to recommend to the Council that the £500 limit for the Lloyds Bank Business Credit Cards held by the Clerk and the Deputy Clerk should be increased to £1,000. Record of Voting: For – 4, Against – 0, Abstention – 0, Absent/Apologies - 2.

**FS09. 07/18 Accounts for 2018/19 – Income and Expenditure for Month 3:**

The Committee noted the reports presented and Officers amplified aspects thereof in response to Members' questions. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 2.

**FS10. 07/18 'Annualising' Seasonal Salaries for staff at the Visitor Information Centre:**

The Committee AGREED to the recommendation to 'annualise' the seasonal salaries paid to the staff at the Visitor Information Centre. The staff concerned would be issued with letters explaining that this was an amendment to their contracts. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 2.

**FS11. 07/18 Maintenance of NPHAA Allotments:**

It was RESOLVED to authorise the Town Clerk to conduct and conclude a review of the respective liabilities for maintenance of the Allotments in Hampton Street in consultation with the Chair of the Finance and Scrutiny Committee, the Council's appointed representative to the Allotments Association and representative of the Association. Record of Voting: For – 5, Against – 0, Abstention – 0, Absent/Apologies - 2.

**FS12. 07/18 Financial Support for the Dolphins Hall (update):**

The Committee noted that the Dolphins Hall Management Committee had not yet settled on a layout plan, nor had it finally agreed a contractor. With regard to funding, the Clerk had obtained some helpful advice from a VAT adviser with experience of the Local Government sector.

**FS13. 07/18 Correspondence**

None reported.

**FS14. 07/18 Brief Councillor Reports**

None.

**FS15. 6/18 Agenda items for future consideration**

Council Business Continuity Plan.

**FS16. 6/18 Date and time of the next meeting**

10<sup>th</sup> September 2018 at 7pm – NOTED. The Committee requested that Officer Reports/Backing Papers be circulated no later than the Wednesday in the week before all future meetings of the Council and its Committees.

The Meeting closed at 8.22pm

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