

**MINUTES OF A MEETING OF THE FINANCE AND SCRUTINY COMMITTEE**  
**Held in the Council Chamber, Council Offices, Monday 10<sup>th</sup> September 2018 at 7.00pm**

**PRESENT:**

Councillors: S Hirst (Chair), D Creed, R McCorkell, K Painter (from 7.02pm), A Walsh (Vice-Chair) and J Williams

Officers: S Holley (Town Clerk)

Members of Public: None

**FS01. 09/18 Apologies for absence:**

Received from Councillors Ball and Easterbrook.

**FS02. 09/18 Public Consultation:**

No members of the Public were present.

**FS03. 09/18 Declarations of Interest:**

None.

**FS04. 09/18 Minutes:**

The Minutes of the meeting held on 9<sup>th</sup> July 2018 were approved as a correct record.

**FS05. 09/18 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	23/7 - Report to the Council. District /County Councillor Hirst willing to use for surgeries. No response from other District Councillors or our MP.  No responses to advert.  August – Repaint of Ground Floor Office (only) by the Model Railway Club for £85. Contract placed with MRC for rest of interior for £825  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	New date being arranged for the scenario exercise.  GRCC is arranging a Community Resilience Event with CDC and the Civil Protection Team on 18/9  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	5/6 - Draft lease put on hold because Landlord's Solicitors wanted to deal with H&R proposal for new disabled entrance door. 3/9 - H&R decides not to proceed, so Solicitors requested to issue lease  DELETE ON COMPLETION
<b>FS09. 2/18</b>	Financing the Dolphins Hall Extension/Rebuild	Council / F&S / Mayor and Town Clerk	STANDING AGENDA ITEM / ONGOING
<b>FS09. 3/18</b>	Commemorating the 100 <sup>th</sup> Anniversary of the end of the First World War.	Town Clerk	Orders placed for commemorative bench and Tommy figure  Churches Conservation Trust advised permission not required.  St Marys PCC says Diocesan approval required. Application submitted and now awaiting response.  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	Waiting for confirmation from Lions that they will pay for one defibrillator.  Chairman of Football Club has confirmed can install on Clubhouse  ONGOING
<b>FS14. 4/18</b>	Closed Circuit TV Project	Town Clerk	Mid-June – consultation survey drafted. Hold any publicity until end of consultation on TRO,  10/9 – Committee could not agree with an objector that the survey was 'loaded' in favour; continue as published. Much interest on Facebook.  ONGOING

<b>FS07. 07/18</b>	Improving Presentation of the End of Year Accounts	Town Clerk	23/7 – The Council had agreed the Accounts; the Internal Auditor had agreed the changes recommended by the Committee  DELETE AFTER THE COUNCIL CONSIDERS THE EXTERNAL AUDITORS REPORT
--------------------	--	------------	---

**FS06. 09/18 Payments for August and September and Bank Reconciliation for August 2018:**

(a) The Committee APPROVED the following schedules detailing receipts and payments for August (Month 5):

Town Council Receipts	£34,105.88
Town Council Payments	£48,145.92
Visitor Information Centre Receipts	£2,482.98
Visitor Information Centre Payments	£10,334.27
Credit Card receipts	£14.00
Credit Card payments	£436.05
Town Council Petty Cash Payments	£140.37
Town Council Petty Cash Receipts	Nil

(b) The Committee also APPROVED the following schedules detailing receipts and payments for September (Month 6 - circulated by email and tabled):

Town Council Receipts	Nil
Town Council Payments	£29,433.74
Visitor Information Centre Receipts	Nil
Visitor Information Centre Payments	£2,535.14

It was AGREED that the annual grant to the Citizens Advice Bureau (£3,800 – within the schedule of payments for September) should be added to the list of ongoing 'strategic' grants in the Council's Budget.

(c) The Bank Reconciliation dated 1<sup>st</sup> August 2018 was NOTED. The Committee requested that Officers provide a note explaining the 'Nil' figures for the two Petty Cash tins.

**FS07. 09/18 Accounts for 2018/19 – Income and Expenditure (Month 4):**

The Committee NOTED the reports presented and Officers amplified aspects thereof in response to Members' questions. The Committee and the Town Clerk had reservations as to the presentation of some entries and the absence of some information, and the Committee authorized the Chair to work with Officers on improvements. The Committee noted the guidance that the General Reserve (also known as the Free Reserve, the Emergency Reserve or the Contingencies Reserve) should not be an Earmarked Reserve and was reminded that this had been explained in detail in the circulated report when the Council approved a Reserves Policy in January 2018 (Minute TC15. 1/18 refers), but felt that future statements of Earmarked Reserves should include a figure for the General Reserve remaining at every month end. Despite these reservations the Committee acknowledged that Officers were successfully managing the Council's accounts to follow the approved Budget as closely as possible. Unanimous.

**FS08. 09/18 Accounts for 2017/18 – External Auditor's Report (if received) and Complaint:**

(a) The Committee noted that the External Auditor had not yet provided a report.

(b) The Committee also noted that a complaint had been received that the Council had not approved the Accounts and submitted the Annual Governance and Accountability Return by the 30<sup>th</sup> June deadline, and that the Council had not published the accounts online. The Committee accepted the corrective actions taken and noted that the External Auditor had advised this would be recorded as an 'Other' matter on their report.

**FS09. 09/18 Financial Support for the Dolphins Hall (update):**

Councillor McCorkell provided a verbal update on behalf of the Project Steering Group. The Committee noted that the Dolphins Hall Management Committee (DHMC) had not still yet settled on a layout plan, nor had it finally agreed a contractor. It was hoped that these decisions – and a plan for use of the £225,000 'Youth and Community' money would be settled at the next Steering Group Meeting and/or meeting of the DHMC in time for a report to the Council when it met on 24<sup>th</sup> September 2018.

**FS10. 09/18 List of Current and Future Projects with Future Financial Implications for the Council:**

The Chair suggested starting work on such a list to assist with future planning and budgeting. The Town Clerk endorsed the suggestion as the Council would shortly be starting its Budget-setting process for 2019/20 and the list would be useful in updating the Annual Plan and the Five Year Business Plan. Unanimously AGREED.

**FS11. 09/18 Maintenance of NPHAA Allotments:**

The Committee Chair and the Town Clerk had met with the Chairman of the New Picket Harp Allotments Association to discuss maintenance liabilities that were not clear from existing documents. The meeting had resulted in both parties' recommendation of a table of liabilities, which was unanimously APPROVED by the Committee, subject to an amendment confirming that the dry stone wall adjoining St Mary's School did not belong to the School and could safely be adopted by the Council. The Association had accepted that it was responsible for the replacement of plot divider boards, but it had been advised that it might wish to apply to the Council for a grant from the Allotments Reserve.

**FS12. 09/18 Correspondence:**

(a) The Gloucestershire Market Towns Forum had invited all of the larger Parish and Town Councils to an event in Tewkesbury on 17<sup>th</sup> September, at which the Forum Chairman would discuss the new 'state of the locality' report. Coverage of the report could be extended to any town or parish not currently a member of the Forum, if they took up membership by the end of October.

(b) The Committee noted that the organisers of the Tetbury Summer Show had sent a letter of thanks for the Committee's grant of £500.

(c) Tree Maintenance Ltd of Aston Down had written to remind the Council of the survey it had undertaken of all the Council's trees in the winter of 2015/16, along with the recommendation to survey them again when they were in full leaf approximately 30 months later. The Committee accepted the quote of £1,390 + VAT, after noting the funds remaining in the Trees and Open Spaces budgetlines.

**FS13. 09/18 Brief Councillor Reports:**

Councillor Williams reported having assisted in the 'Tetbury's Strongest' competition organised by the Priory Gym on 25<sup>th</sup> August. The Committee was pleased to note that the event had raised around £1,000 towards the Youth Club Pod. The Committee was reminded that, although the Council had not been involved in this event, it provided at least £10,000 each year to support the employment of a professional Youth Worker at the Pod.

**FS14. 09/18 Procedure and Timings for Agendas and Minutes:**

Further to the Committee's initial discussion on 9<sup>th</sup> July, it was AGREED that the Officer Reports and backing papers for meetings should be issued no later than the Wednesday prior to every meeting of the Council and its Committees.

**FS15. 09/18 Agenda items for future consideration:**

The following items were identified: (i) The S106 contribution from the Steepleton development to support elderly care in Tetbury (£30,000 each year over three years); and (ii) Tetbury Council Business Continuity Plan.

**FS16. 09/18 Date and time of the next meeting:**

8<sup>th</sup> October 2018 at 7pm – NOTED.

**FS17. 09/18 Exclusion of the Public and Press to allow discussion of Confidential business:**

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 paragraphs (1) and (2) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to an individual]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

*Note: the business covered in the following Minutes was considered in Closed Session for the reasons agreed in Minute FS17. 09/18, but the summary decisions in these Minutes are not Exempt/Confidential. More detail is provided in the Confidential Minutes.*

**FS18. 09/18 Confidential – Employment Matters:**

- (a) The Committee AGREED to the recommended changes to the arrangements to the Council's Appraisals process and noted that a timetable was being prepared for staff Appraisals to be done in September and October. Unanimous.
- (b) The notes of a meeting between two senior Councillors were considered.
- (c) No other employment matters had been raised.

The Meeting closed at 9.10pm

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