

MINUTES OF A MEETING OF THE FINANCE AND SCRUTINY COMMITTEE
Held in the Council Chamber, Council Offices, Monday 8th October 2018 at 7.00pm

PRESENT:

Councillors: S Hirst (Chair), S Ball, Easterbrook, A Walsh (Vice-Chair) and J Williams

Officers: S Holley (Town Clerk)

Members of Public: None

FS01. 10/18 Apologies for absence:

Received from Councillors D Creed, R McCorkell and K Painter.

FS02. 10/18 Public Consultation:

No members of the Public were present.

FS03. 10/18 Declarations of Interest:

(i) Agenda/Minute Item 9 – Financial Support for the Dolphins Hall (Update) – Councillors Ball and Easterbrook each declared an ‘Other’ interest as the Council’s two appointed representatives on the Dolphins Hall Management Committee.

(ii) Agenda/Minute Item 10 – Administration of Twinning Activities – Councillors Ball and Hirst each declared an ‘Other’ interest as members of the Twinning Committee.

FS04. 10/18 Minutes:

The Minutes of the meeting held on 10th September 2018 were approved as a correct record. Record of Voting: For – 3, Against – 0, Abstentions – 2, Absent/Apologies – 3.

FS05. 10/18 Action points arising from the minutes:

The circulated report on action taken since the last meeting was NOTED and the following actions were AGREED:

(a) FS14. 06/16 – Creation of Community Hub - In addition to purchasing a meeting table (possibly circular) and 10 or 12 chairs, the Council should also obtain a couple of easy chairs for a more relaxed and welcoming atmosphere.

(b) FS10. 01/17 – Emergency Plan – Councillor Walsh, Chair of the Emergency Plan Group, and the Mayor had attended a recent information event. They suggested that consideration be given to liaising with the retirement homes in Tetbury on their needs in a possible emergency. Officers were requested to find the ‘Are You Ready’ advice leaflet online and find out how much it would cost to print and circulate an as yet unidentified number of copies. Councillor Walsh would liaise with the Deputy Clerk on a possible Public Consultation meeting that could be open to neighbouring parishes.

FS06. 10/18 Payments for October and Bank Reconciliation for September 2018:

(a) The Committee APPROVED the following schedules detailing receipts and payments for October (Month 7):

	£
Town Council Receipts	Nil
Town Council Payments	29,950.28
Visitor Information Centre Receipts	Nil
Visitor Information Centre Payments	3,128.72
Town Council Petty Cash Payments	Nil
Town Council Petty Cash Receipts	58.85

(b) The Bank Reconciliation dated 1st September 2018 was NOTED (Total Balances - £500,799.35).

FS07. 10/18 Accounts for 2018/19 – Income and Expenditure (Month 6):

The Committee NOTED the circulated report. Unanimous.

FS08. 10/18 Accounts for 2017/18 – External Auditor’s Report (if received):

The Committee noted that the External Auditor had not yet provided a report. The Town Clerk reported an email from the Society of Local Council Clerks stating that a number of

parish and town councils had not had their final report from PKF Littlejohn months after the expected date.

FS09. 10/18 Financial Support for the Dolphins Hall (Update):

Members of the Committee involved with the project expressed their concern that the Dolphins Hall Management Committee (DHMC) had not yet resolved on a design or a financial plan. The Committee was also concerned that the £225,000 Youth and Community money may have to be repaid in full to the County Council if it was not satisfied that the money was going to be spent in good time – i.e. presenting the risk that that the DHMC may have to repay more than it currently held as the balance of that money. The Clerk would relay this to the Chair of the DHMC.

FS10. 10/18 Administration of Twinning Activities:

The Committee was requested to recommend to the Council that it clarify / regularise which activities the Town Council would undertake in support of town-twinning subsequent to the Council's confirmation that Twinning should not be added to the Council's Action Plan or Business Plan. A list of town-twinning activities undertaken by Officers in 2018 was used to identify which, in future would continue to be done and which should be undertaken by the Twinning Committee. Following discussion, the Committee agreed to RECOMMEND the list to the Council on 22nd October 2018 subject to a number of amendments. Unanimous.

FS11. 10/18 Use of the Rail Lands by the Beaufort Hunt:

The Committee NOTED the action taken in respect of a complaint in respect of the Beaufort Hunt's use of the Rail Lands and the Goods Shed Car Park and that a site specific Risk Assessment had been requested from the Beaufort Hunt. A Health and Safety consultant suggested by the Council's insurance broker would review the Risk Assessment for the Council. The Committee suggested (a) that notices could be put up advising other users of the Hunt's use of the Rail Lands and (b) that the Hunt should be advised of the imminent installation of the Trim Trail outdoor gym equipment. An updated report would be presented to the Council on 22nd October if the Risk Assessment could be received in time.

FS12. 10/18 Business Continuity Plan:

The Committee APPROVED a draft plan for the swift resumption of Council business in the event of severe disruption at the Council's Offices at The Old Courthouse. Unanimous.

FS13. 10/18 Defibrillators – Alternative Proposals for Location of Two Units

The Committee was requested to consider responses to the Council's proposed locations for the installation of two defibrillators, including alternative locations and conditions attached to match-funding. It was RESOLVED (a) that the Lions Club be thanked for its offer of £1,000 match-funding (£500 for each defibrillator); and (b) that the suggested locations be re-considered in the light of the conditions required by the Lions Club. The Town Clerk offered to seek advice from the local Chair of the British Heart Foundation.

FS14. 10/18 Correspondence:

The Committee NOTED that Geotechnical had completed the last of its borehole surveys. No further action was required because, while the contract with Geotechnical had been for it to provide twelve months of data, planning permission had been granted on the basis of everything requested by the Environment Agency and to the satisfaction of the Local Planning Authority.

FS15. 10/18 Brief Councillor Reports:

(a) Councillor Ball reported that the Priory Gym on London Road had closed due to insolvency. Subsequent to the press coverage, she had been made aware of a potential new user.

(b) Councillor Ball asked about the fire exit arrangements for the second floor residential flat above the Council Offices and asked the Town Clerk (i) to discover whether if it was

satisfactory that the flat had no secondary fire escape and (ii) to check whether the Fire Risk Assessment for the building covered the risk.

FS16. 10/18 Agenda items for future consideration:

No new items were identified.

FS17. 10/18 Date and time of the next meeting:

12th November 2018 at 7pm – NOTED.

The Meeting closed at 9.10pm

Chairman Dated