

MINUTES OF A MEETING OF THE FINANCE AND SCRUTINY COMMITTEE
Held in the Council Chamber, Council Offices, Monday 12th November 2018 at 7.00pm

PRESENT:

Councillors: S Hirst (Chair), S Ball (*from 8.09pm*), R McCorkell, K Painter and J Williams

Officers: S Holley (Town Clerk)

Members of Public: None

FS01. 11/18 Apologies for absence:

Received from Councillors J Easterbrook and A Walsh (Vice Chair) for non-attendance.
Also from Councillor S Ball for late arrival.

FS02. 11/18 Public Consultation:

No members of the Public were present.

FS03. 11/18 Declarations of Interest:

Confidential Agenda/Minute Item 9 – Councillor Williams declared an ‘Other’ interest in the Terms and Conditions attached to the grant to St Marys Playgroup in that he was personally acquainted with one of the applicants.

FS04. 11/18 Minutes:

The Minutes of the meeting held on 18th October 2018 were approved as a correct record.
Record of Voting: For – 3, Against – 0, Abstentions – 1, Absent/Apologies – 3.

FS05. 11/18 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) FS12. 04/18 and FS13. 10/18 – Provision of Defibrillators – It was reported that the Lions were considering withdrawing the conditions attached to their grant offer, the Town Clerk would seek written confirmation.

(b) FS15/10/18 – Second Floor Flat, Fire Escape – The Town Clerk had received a quote to survey the flat, but the Committee resolved to request that Officers first look into a Health and Safety report received approximately five or six years previously, which was believed to have specifically addressed the means of escape from the flat.

FS06. 11/18 Payments for November and Bank Reconciliation for October 2018:

(a) The Committee unanimously APPROVED the following schedules detailing receipts and payments for November (Month 8):

	£
Town Council Receipts	Nil
Town Council Payments	41,374.16
Visitor Information Centre Receipts	Nil
Visitor Information Centre Payments	3372.26
Credit Card Payments	500.51
Credit Card Receipts	417.66

(b) The Bank Reconciliation dated 1st October 2018 was NOTED (Total Balances - £486,005.40 with adjustments as recorded).

FS07. 11/18 Accounts for 2018/19 – Income and Expenditure (Month 6):

The Committee NOTED the report and Officers amplified aspects thereof in response to members’ questions. The Committee requested that the Chair report to the Council its concern to see a more detailed look at the Heritage and Regeneration Committee’s financial forecast for 2018/19, for its own activities and for the Visitor Information Centre. Unanimous.

FS08. 11/18 Accounts for 2017/18 – External Auditor’s Report (if received):

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

FS09. 11/18 Financial Support for the Dolphins Hall (Update):

Councillor Rob McCorkell, one of the Council's three representatives on the Project Steering Group, explained that a plan was being developed with a new architect. (*Councillor S Ball arrived at this point*). It was felt that the project was now sufficiently developed as to have a reasonable chance of extending the date to use the Youth and Community money held by the Management Committee. It would be important for this Committee and the Council to ensure that the Section 106 money coming to the Council for the project was going to be used in accordance with the terms of the various legal agreements. The three Councillors had been appointed to the Steering Group to assist the Management Committee to deliver the project and it had been disappointing that certain actions had not been carried out as expected. The Management Committee was arranging a meeting on 29th November 2018 with the Gloucestershire County Council Officer responsible for the Youth and Community money and another meeting with the Planning Officer would follow that.

FS10. 11/18 – Budget-Setting Process for 2019

The Committee was requested to note progress with preparing the Council's Budget and Precept for 2019/20, to consider major projects for inclusion, and to agree the next steps. The following was RESOLVED: (i) That Officers be requested to repeat the Budget layout/presentation for 2018/19 (i.e. on an Excel spreadsheet) in preparing the Budget for 2019/20 in preference to reverting to the RBS Omega system used in previous years; (ii) that the Heritage and Regeneration Committee's estimates for 2019/20 be noted; (iii) that the list of major projects for inclusion in the Budget be noted for further development; (iv) that the Council be recommended to consider holding a Budget Consultation Meeting for the public; and that (v) that, in view of a number of significant projects awaiting final figures or estimates – and the possible Budget Consultation Meeting - the Council makes its final decisions on the Budget and Precept at the meeting of the Council to be held on 28th January 2019.

FS11. 11/18 Correspondence:

None.

FS12. 11/18 Brief Councillor Reports:

None.

FS13. 11/18 Agenda items for future consideration:

Developing the Council's Budget for 2019/20.

FS14. 11/18 Date and time of the next meeting:

14th January 2019 – NOTED.

FS15. 11/18 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 FS15. 11/18, but the summary decisions in these Minutes are not Exempt/Confidential. More detail is provided in the Confidential Minutes.

FS16. 11/18 Terms and Conditions Attached to Grant to St Mary's Playgroup:

The Committee AGREED the recommended terms and conditions. The Playgroup should be advised that it could have the first payment requested as soon as could be arranged, with the remainder to be paid by the end of the Financial Year. Unanimous

FS17. 11/18 Employment Matters (Appraisals):

The Committee noted that all members of staff had now had their annual appraisal with the exception of the Town Clerk, for whom a date had yet to be arranged.

FS18. 11/18 Councillor Matters:

After some discussion it was agreed by all parties that the matter should be considered closed. Record of Voting: For – 4, Against – 0, Abstentions – 1, Absent/Apologies – 2.

The Meeting closed at 9.10pm

Chairman Dated