

**MINUTES OF A MEETING OF THE
FINANCE AND SCRUTINY COMMITTEE**
Held by video conference on Monday 19th April 2021 at 7.00pm

PRESENT:

Councillors: Stephen Hirst (Vice Chair), Peter Coleman, Nikki Ind, Ann Pearce, Colin Pearce, Judith Taylor, Tony Walsh

Officers: Tara Niblett – Chief Executive Officer

Public: 3 members of the public

Due to the absence of the Chair Cllr O'Connor, Cllr S Hirst (Vice Chair) became Chair of this meeting

FS01. 04/21 Apologies for absence:

Apologies noted from Cllr O'Connor

FS02. 04/21 Declarations of Interest:

None

FS03. 04/21 Public Consultation:

Resident raised concerns about the audit trail for the S106 DRC funding.

FS04. 04/21 To approve minutes of the meeting held on 8th March 2021:

It was proposed by Cllr Coleman, seconded Cllr Taylor to approve the minutes of the meeting held on 8th March 2021.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 1
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FS05. 04/21 To note action points from previous meetings:

To review SLA between DHMC and TTC on-going

£500 Grant from Tesco regarding COVID-19 – VIC Supervisor has contacted Tesco to request extension to grant

Contact CDC to request SWR S106 monies be allocated to other sporting associations – CDC still awaiting authorization from developer

Correspondence Highfield Farm Allotments – TTC Solicitor still awaiting transfer plans from Miller Home Solicitors

To approve the works to The Old Courthouse regarding outside lettering – Awaiting further advice from Curator and Conservation Officer at CDC before proceeding

NPHAA Sheds – Awaiting invoice to transfer funds

FS06. 04/21 To note Financial Summary, Bank Reconciliation to the end of March 2021:

The Committee noted that as of 31st March 2021 the balance in the TTC current account £388,428.20 of which £40,447.21 is allocated to the Police Museum from grants received, TTC Deposit Account £315,703.86 which includes £137,353.21 Highfield S106 monies and VIC Current account £2,498.59.

FS07. 04/21 To approve payments for April 2021 and estimate transfer of funds:

April payment schedule not available for committee to approve payments, CEO to forward a copy of the payment schedule.

FS08. 04/21 To note income and expenditure for Month 12:

CEO requested to advise whether the Community Hub is noted on our insurance as we no longer lease this building. CEO to look into more detail the Open Spaces budget as this is currently running over budget.

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FS09. 04/21 To note audit trail process for S106 funds to DRC:

Due to all S106 funds currently being held by TTC for the Dolphins Redevelopment Project an audit trail needs to be established. The CEO has requested that hard copies of all are provided by the DRC and these will be paid within 5 working days. A Councillor who sits on this committee along with the CEO will carry out all financial checks in order to make sure there is sufficient funds to pay the invoices before making a BACS transfer. All paperwork will be signed off and a monthly report will be provided to the DRC and this committee.

FS10. 04/21 To receive update regarding St Marys Playgroup following closure of Ilsom House:

Advised that St Marys Playgroup are no longer using the garden facilities at Ilsom House. Due to the terms and conditions provided by TTC to the Playgroup we have now amended our grants policy in order for TTC to receive a report on how the money has been used and for any grant over £5,000 terms of reference between both organisations will be set up in order to maintain an audit trail.

FS11. 04/21 To approve staffing training policy:

Should any employee undertake training and leave the employment of TTC the following reimbursements of training fees will be required:

Within 3 months of training – 100%, Within 6 months of training – 50% and withing 9 months of training – 25%.

It was proposed by Cllr Ind, seconded Cllr Walsh to approve the staffing training policy.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 1
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FS12. 04/21 To approve staff mobile phone policy and guidelines:

Following a minor amendment, it was proposed by Cllr Walsh, seconded Cllr Taylor to approve the staff mobile phone policy and guidelines.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 1
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FS13. 04/21 To approve opening of bank account for Contingency Funds:

Full Council have recently approved the budget of £85,000 for 3 month contingency fund. It was requested by the CEO to open a new bank account in order for these funds to be kept separate from the day-to-day TTC bank account.

It was proposed by Cllr Coleman, seconded Cllr Walsh to approve the opening of a bank account for the contingency funds.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 1
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FS14. 04/21 Correspondence Received:

GAPTC have kindly offered to provide 'Being a Better Councillor' training one evening for all Councillors and office staff along with Chairmanship Skills as a separate training session. It was proposed by Cllr Hirst, seconded Cllr Coleman to recommend to Full Council that we proceed with the training.

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FS15. 04/21 Councillor Reports:

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Cllr Ind – Asked about the recent Cricket Club grant request, advised this sits with the Youth Committee.

Cllr Walsh – It was noted that Shaun Scotford who was a TTC Councillor had sadly passed away and thought it would be a fitting tribute to have a memorial bench at the Goods Shed.

FS16. 04/21 Items for the next meeting:

Ferns Playgroup funding request

FS17. 04/21 Date of next meeting – Monday 14th June 2021, 7pm

FS18. 04/21 Exclusion of the Public and Press to allow discussion of confidential business:

It was proposed by Cllr Painter, seconded Cllr Hirst 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 items of business on the grounds they 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 Information relating to the financial or business affairs of any particular person]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

Meeting closed 7.55pm

Chair Dated

FS19. 04/21 To approve the Confidential minutes of the meeting held on 8th March 2021:

It was proposed by Cllr Coleman, seconded Cllr Taylor to approve the confidential minutes of the meeting held on 8th March 2021.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 1
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FS20. 04/21 To provide update on staffing matters:

To consider staff holiday entitlement due to number of days not taken in 2020/21.

FS21. 04/21 To provide update regarding Round Robin Investigation:

Update provided to the Committee and this to be an agenda item in Closed Session at Full Council on Monday 26th April 2021 where all Councillors will be notified of the outcome.