

**MINUTES OF A MEETING OF THE
FINANCE AND SCRUTINY COMMITTEE
Held in the Council Chamber on Monday 14th June 2021 at 7.00pm**

PRESENT:

Councillors: Gary O'Connor, Stephen Hirst, Peter Coleman, Ann Pearce, Colin Pearce, Tony Walsh, Steve Scott

Officers: Tara Niblett – Chief Executive Officer

Public: 3 members of the public

FS01. 06/21 Election of Chair:

Cllr Gary O'Connor was duly elected as Chair.

FS02. 06/21 Election of Vice Chair:

Cllr Peter Coleman was duly elected as Vice Chair.

FS03. 06/21 Apologies for absence:

Noted from Councillors Judith Taylor and Martin Lea

FS04. 06/21 Declarations of Interest:

Cllr S Scott – item 11 (Chair of the DRC)

Cllr S Hirst – item 14 (District Cllr)

FS05. 06/21 Public Consultation:

None

FS06. 06/21 To approve minutes of the meeting held on 19th April 2021:

It was proposed by Cllr Coleman, seconded Cllr A Pearce to approve the minutes of the meeting held on 19th April 2021:

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| Voting Record: | For – 5 | Against – 0 | Abstentions – 2 | Absent - 2 |
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FS07. 06/21 To note action points from previous meetings:

SLA Between DRC and TTC – Agenda item

£500 COVID Grant from Tesco- VIC Supervisor to request information from Tesco whether the grant could be used to assist businesses with purchasing hand sanitising equipment.

Contact CDC to request SWRS106 monies to be reallocated - CDC Officer still awaiting update

Highfield Farm Allotments – TTC Solicitor still awaiting information from Miller Home Solicitor

To approve works to The Old Courthouse – Awaiting date from CDC Conservation Officer when they can visit the site to ascertain the works which need to be carried out.

NPHAA Sheds – Awaiting invoice from Allotment Association.

FS08. 06/21 To note Financial Summary, Bank Reconciliation for April and May 2021:

As of 31st May 2021, it was noted that the TTC Current Account held £36,119.85, TTC Deposit Account £287,356, Dolphins Hall S106 £508,022.99, Tetbury Police Museum and Courtroom £43,522.21 and Contingency Funds £85,000.28 of which £648,370.78 is committed costs. The VIC Current Account held £4,438.87.

FS09. 06/21 To note payments for May and approve payments for June 2021 and estimate transfer of funds:

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It was noted that the May payments for TTC amounted to £559,046.18 and the VIC May payments were £1,783.59. The June payments for the TTC amounted to £30,209.82 and the VIC June payments amounted to £1,767.53. The CEO/RFO requested a transfer of funds of £30,000. It was proposed by Cllr A Pearce, seconded Cllr C Pearce to approve the June payments and for a transfer of £30,000 to be made from the TTC Deposit Account to the TTC Current Account.

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FS10. 06/21 To note income and expenditure for Month 1 and 2:

The income and expenditure for Month 1 and Month 2 were noted.

FS11. 06/21 To approve Service Level Agreement between TTC and the DHMC:

Following meetings held between the Chair of the Finance & Scrutiny Committee and the Dolphins Recreation Centre the SLA agreement which was last agreed between 2016-2018 has been amended with the Town Council providing grounds team assistance to empty the waste bins 3 times a week in the Summer and once a week in the Winter, in return the Town Council will be allowed to hold 8 meetings in the Dolphins Hall at no charge. It was proposed by Cllr Walsh, seconded Cllr Coleman to approve the SLA between TTC and the Dolphins Hall Management Committee.

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| Voting Record: | For – 6 | Against – 0 | Abstentions – 1 | Absent - 2 |
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FS12. 06/21 To approve quotation from Auditor to provide 2 meetings for Audit purposes:

The CEO/RFO advised that the 2 yearly meetings with the Auditor have proved very successful and would request that this committee resolves to allow the Auditor to visit the Town Council for £705 which is based on one mid-year review and a year-end review. It was proposed by Cllr Walsh, seconded Cllr Scott to approve the quotation from the Auditor to provide 2 meetings for audit purposes.

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| Voting Record: | For – 7 | Against – 0 | Abstentions – 0 | Absent - 2 |
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FS13. 06/21 To note Internal Audit Report and recommendations following visit:

Following an unusual year of COVID lockdown, the extra meetings the CEO has had to attend last year and staff restructuring throughout the whole office a few of the financial regulations have not been met. Cllrs Coleman and Scott to visit the office to sign off the invoices and it was agreed that it would be beneficial for Councillors who are not on this meeting to carry out the quarterly checks that need to be followed.

FS14. 06/21 To note CIL money received from CDC:

It was noted that TTC has received £1764.32 in CIL money, this to become a quarterly agenda item for the Finance & Scrutiny Committee.

FS15. 06/21 To approve CEO/RFO membership to Society of Local Council Clerks (SLCC):

It was proposed by Cllr Walsh, seconded Cllr Scott to allow the CEO/RFO to become a member of SLCC.

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FS16. 06/21 Correspondence Received:

Information regarding the Service Level Agreement for the provision of services to member Councils 2021/22 from GAPTC has been received which provides a breakdown on the services TTC can receive with our membership.

FS17. 06/21 Councillor Reports:

Cllr O'Connor – Will provide any information from GAPTC due to becoming an Executive Trustee.

Cllr Coleman – Ask whether a bench could be purchased in memory of a friend.

Cllr Walsh – Has asked the Town Crier to visit Tetbury to ring the bell for a cancer patient who has completed their treatment.

Cllr C Pearce – Requesting officer support at Highways working group due to GCC request that all emails should be going through the office at TTC and not directly from a Councillor.

Cllr A Pearce – Met with 2 Army Officers from Duke of Gloucester Barracks who has advised they are happy to assist with community projects in Tetbury.

Cllr Hirst – Asked question regarding staffing – closed item.

FS18. 06/21 Items for the next meeting:

Social media and procedures policy

IT quotes

Review Standing Orders

Email Policy to be reviewed

FS19. 06/21 Date of next meeting – Monday 12th July, 7pm.

FS20. 06/21 Exclusion of the Public and Press to allow discussion of confidential business:

It was proposed by Cllr A Pearce, 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 8.34pm

Chair Dated

FS21. 06/21 To approve confidential minutes held on 8th March 2021:

Approved

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FS22. 06/21 Staffing Matters:

Update on new member of staff.

FS23. 06/21 Legal Matters:

Update received from Solicitor in relation to various items.