

**MINUTES OF A MEETING OF THE  
FINANCE AND SCRUTINY COMMITTEE  
Held in the Council Chamber on Monday 12<sup>th</sup> July 2021 at 7.00pm**

**PRESENT:**

**Councillors:** Gary O'Connor (Chair), Peter Coleman (Vice Chair), Tony Walsh, Judith Taylor, Steve Scott

**Officers:** Tara Niblett – Chief Executive Officer

**Public:** Cllr Kevin Painter

**FS01. 07/21 Apologies for absence:**

Noted from Cllrs Ann Pearce and Colin Pearce

**FS02. 07/21 Declarations of Interest:**

None

**FS03. 07/21 Public Consultation:**

Requested Council looks at the burial ground provision as the existing burial ground does not have many burial plots available.

**FS04. 07/21 To approve the minutes of the meeting held on 14<sup>th</sup> June 2021:**

It was proposed by Cllr Scott, seconded Cllr Hirst to approve the minutes of the meeting held on 14<sup>th</sup> June 2021.

Voting Record:	For – 5	Against – 0	Abstentions – 1	Absent - 2
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**FS05. 07/21 To note actions points from previous meeting:**

£500 Grant from Tesco regarding COVID – Funding extended

SWR Leisure S106 monies – CDC Planning Officer still awaiting decision from Housing Development to see whether this money can be allocated elsewhere within the town

Approve the works on The Old Courthouse – Need to proceed with a pre-app at CDC to ascertain whether the lettering, stone works and possible siting of a defib within the porch can take place

**FS06. 07/21 To note Financial Summary, Bank Reconciliation for June 2021:**

As of 30<sup>th</sup> June 2021, it was noted that the TTC Current Account held £37,434.60, TTC Deposit Account £257,358.08, Dolphins Hall S106 £508,027.17 Tetbury Police Museum and Courtroom £46,489.21 and Contingency Funds £85,000.98 of which £651,342.66 is committed costs. The VIC Current Account held £3,578.75.

**FS07. 07/21 To approve payments for July 2021 and estimate transfer of funds:**

It was noted that the July payments for TTC amounted to £28,147.18 and the VIC July payments were £4,181.36. The CEO/RFO requested a transfer of funds from the TTC grant to the VIC of £6,000 and £20,000.00 to be made from the TTC Deposit Account to the TTC Current Account. It was proposed by Cllr Coleman, seconded Cllr O'Connor to approve the transfer of funds for the VIC and TTC.

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent - 2
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It was proposed by Cllr Hirst, seconded Cllr Walsh to approve July payments. Cllrs Hirst and O'Connor to visit offices to sign off July payments.

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**FS08. 07/21 To note income and expenditure for Month 3:**

The income and expenditure for Month 3 was noted. Councillors have requested a copy of the income and expenditure with a breakdown of each cost centre, this will be forwarded to the Committee by CEO/RFO.

**FS09. 07/21 To consider and recommend to Full Council amendment to Standing Orders, Email Policy, Social Media and Procedures Policy:**

Standing Orders – Following an overview by Cllrs Scott and Taylor a few amendments have been suggested in order for Councillors to be fully prepared for Council and Committee meetings. It was requested that the backing papers are circulated with the agenda 5 clear working days instead of the legal 3 clear working days, this will place the onus on all Councillors to prepare their reports in advance. As the meetings are back face-to-face members of the public do not have to write in with their questions. All voting to revert back to show of hands.

Email Policy – This to come back to the Committee in September as it was felt that the policy was not strong enough.

Social Media and Procedures Policy: Need to obtain information from the Gloucestershire County Council policy in order to proceed.

**FS10. 07/21 To consider and approve IT Management Company:**

Two quotations have been received and more information has been requested.

**FS11. 07/21 To note CIL money received from CDC:**

Noted

**FS12. 07/21 Correspondence Received:**

Email received from Solicitor in relation to the Highfield Farm Development allotments.

**FS13. 07/21 Councillor Reports:**

Cllr Hirst – requested copy of the Environment Agency report regarding Cookspool

Cllr Walsh - Look at classing the Rail Lands as a Country Park (H&R Agenda), Town centre needs some attention as it is looking unkept

CEO advised the Council had received £40 from the Tetbury Art Society to donate to a chosen charity, CEO recommended the donation is split between Anxiety UK and the Longfield Hospice in memory of Fran Eddolls.

**FS14. 07/21 Items for next meeting:**

Email policy

**FS15. 07/21 Date and time of next meeting Monday 13<sup>th</sup> September 2021, 7pm.**

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**FS16. 07/21 Exclusion of the Public and Press to allow discussion of confidential business:**

It was proposed by Cllr Walsh, seconded Cllr Scott 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 8.45pm

Chair ..... Dated .....

**FS17. 07/21 To approve confidential minutes of the meeting held on 14<sup>th</sup> June 2021:**

Move to September meeting for approval

**FS18. 07/21 To provide update on staffing matters:**

Received an update on training courses officers will be attending over the next few months.  
To receive an update on officer to take on minute taking for Health & Wellbeing Committee.