

**MINUTES OF A MEETING OF THE
FINANCE AND SCRUTINY COMMITTEE
Held in the Council Chamber on Monday 13th September 2021 at 7.00pm**

PRESENT:

Councillors: Peter Coleman (Chair), Tony Walsh, Judith Taylor, Steve Scott, Stephen Hirst, Ann Pearce, Colin Pearce

Officers: Tara Niblett – Chief Executive Officer

Public: None

FS01. 09/21 Apologies for absence:

Noted from Cllr O'Connor

FS02. 09/21 Declarations of Interest:

None

FS03. 09/21 Public Consultation:

None

FS04. 09/21 To approve the minutes of the meeting held on 12th July 2021:

Following a minor amendment, it was proposed by Cllr Taylor, seconded Cllr Scott to approve the minutes of the meeting held on 12th July 2021.

Voting Record:	For – 5	Against – 0	Abstentions – 2	Absent - 1
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FS05. 09/21 To note actions points from previous meeting:

£500 Grant from Tesco regarding COVID – Full Council agenda item to return grant funding

SWR Leisure S106 monies – No response has been received from developer

Approve the works on The Old Courthouse – On-going

FS06. 09/21 To note Financial Summary, Bank Reconciliation for July and August 2021:

As of 31st July 2021, it was noted that the TTC Current Account held £30,087.05, TTC Deposit Account £232,360.24, Dolphins Hall S106 £508,031.35 Tetbury Police Museum and Courtroom £34,770.08 and Contingency Funds £85,001.68 of which £639,628.41 is committed costs. The VIC Current Account held £5,023.14. As of 31st August 2021, it was noted that the TTC Current Account held £34,568.62, TTC Deposit Account £207,362.25, Dolphins Hall S106 £508,035.66, Tetbury Police Museum and Courtroom £34,738.73 and Contingency Funds £85,002.40 of which £639,602.09 is committed costs. The Committee are now receiving copies of the bank statements, this information is not noted on our website.

FS07. 09/21 To note payments for August 2021, to approve payments for September 2021 and estimate transfer of funds:

It was noted that the August payments for TTC amounted to £27,126.10, VIC August payments amounted to £1,872.08, Credit Card amounted to £894.33 and the Tetbury Police and Courtroom payments amounted to £143.35. TTC September payments amounted to £45,417.20, Police Museum and Courtroom amounted to £2,528.25, VIC amounted to £1,584.41. The CEO/RFO requested a transfer of funds of £25,000 to be made from the TTC Deposit Account to the TTC Current Account.

It was proposed by Cllr Hirst, seconded Cllr A Pearce to note the August payments and to approve the September payments.

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FS08. 09/21 To note income and expenditure for Month 4 and 5:

The income and expenditure for Month 4 and 5 were noted.

FS09. 09/21 To discuss budget requests for 2021/22:

A meeting to be arranged with the Chair of Finance & Scrutiny, CEO/RFO and the VICS to begin budget process for 2021/22. It was requested that we should be mindful of the large precept increase that was received last year and look at reducing the precept increase by a considerable amount or possibly a NIL increase for 2022/23.

FS10. 09/21 To consider and recommend to Full Council amendment to Email Policy, Remit of Committees and approve Model Publication Scheme:

Email Policy- Following minor amendments to the wording under ‘additional guidance: best practice’, it was proposed by Cllr Walsh, seconded Cllr Taylor to recommend to Full Council to approve the Email policy.

Voting Record: For – 7 Against – 0 Abstentions – 0 Absent - 1

Remit of Committees – More amendments were required before sending to Full Council for approval.

Model Publication Scheme – No comments were made.

FS11. 07/21 To consider and approve IT Management Company:

Following the July 2021, Finance & Scrutiny Committee meeting more costings were requested from a local company to provide IT support for all staff laptops, Councillor Office 365 business essentials and email security package, installation of a new wireless networking system and creation of a new data management structure. It was proposed by Cllr Coleman, seconded Cllr Scott to approve the IT support for all staff laptops £65/per member, Wireless networking system £357 (additional wiring costs will be expected as this will be carried out through another company), Data Management Structure £295, and Councillor email security and business essentials £8.80 per member.

Voting Record: For – 7 Against – 0 Abstentions – 0 Absent - 1

FS12. 09/21 To approve Visitor Information Centre IT Requirements:

A new computer is required as the current model is out of date and the compliance software has not been supported for many years. A new router is required as the existing router does not support the VLAN to segregate the network and a video cable may be required. The cost for a new HP Computer with a 3 year onsite warranty - £426, video cable £9.95, Router £245 and labour costs. It was proposed by Cllr Scott, seconded Cllr Coleman to purchase a new computer, cable and router.

Voting Record: For – 7 Against – 0 Abstentions – 0 Absent - 1

FS13. 09/21 To consider and approve payroll provider:

The licence for the current payroll service is due for renewal this month, the annual licencing fee is £304.06 along with monthly costs of £20.26. A local accountancy firm has provided a quotation of

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£330 for the year to carry out the monthly payroll processing, produce monthly payslips and all relevant reports to HMRC and pension providers. It was proposed by Cllr Scott, seconded Cllr Hirst to approve the local accountancy firm quotation and to begin from 1st October 2021.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 1
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FS14. 09/21 To consider and approve grant request for Poppy Appeal:

A grant request from the Tetbury and District Poppy Appeal has been received in the sum of £350 to pay for photocopying, printing, band, bugler and refreshments for the Remembrance tea. It was proposed by Cllr Hirst, seconded Cllr Walsh to approve the grant request of £350.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 1
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FS15. 09/21 Correspondence received:

An email received regarding FOI for the S106 Dolphins Hall. Cllrs Hirst and Taylor to look again at this request and report back to the resident.

New Picket Harper Allotment Association have requested a pedestrian gate be installed due to the possibility of fly tipping as the main gate is currently left unlocked. It was requested that the CEO and Grounds Foreman arrange meeting to discuss request and cost implications.

FS16. 09/21 Councillor Reports

Cllr Walsh – Asked if a defibrillator is available at SWR? CEO has written to Headmaster and awaiting a response. Requested a letter be sent to our local fire station to acknowledge the wonderful service they provide the community.

Cllr Scott – Requested clarification on upcoming MP meeting which is being held at the offices of TTC, advised we are only providing a meeting room.

FS17. 09/21 Items for next meeting:

Budget, Remit of Committees

FS18. 09/21 Date of next meeting – Monday 11th October 2021, 7pm.

FS19. 09/21 Exclusion of the Public and Press to allow discussion of confidential business:

It was proposed by Cllr A Pearce, seconded Cllr Coleman 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 9.03pm

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Chair Dated

FS17. 07/21 To approve confidential minutes of the meeting held on 14th June 2021 and 12th July 2021:

It was proposed by Cllr Taylor, seconded Cllr Coleman to approve the confidential minutes held on 14th June 2021.

Voting Record:	For – 5	Against – 0	Abstentions – 2	Absent - 1
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Cllrs Scott and Taylor left the meeting 9.05pm

It was proposed by Cllr A Pearce, seconded Cllr Coleman to approve the confidential minutes held on 12th July 2021.

Voting Record:	For – 5	Against – 0	Abstentions – 0	Absent - 3
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