

**MINUTES OF A MEETING OF THE  
FINANCE AND SCRUTINY COMMITTEE  
Held in the Council Chamber on Monday 11<sup>th</sup> October 2021 at 7.00pm**

**PRESENT:**

**Councillors:** Gary O'Connor (Chair), Peter Coleman (Vice Chair), Judith Taylor (left 7.50pm), Steve Scott, Stephen Hirst, Ann Pearce, Colin Pearce

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

**Public:** None

**FS01. 10/21 Apologies for absence:**

Noted from Cllr A Walsh

**FS02. 10/21 Declarations of Interest:**

None

**FS03. 10/21 Public Consultation:**

None

**FS04. 10/21 To approve the minutes of the meeting held on 13<sup>th</sup> September 2021:**

It was proposed by Cllr Taylor, seconded Cllr Scott to approve the minutes of the meeting held on 13<sup>th</sup> September 2021.

Voting Record:	For – 6	Against – 0	Abstentions – 1	Absent - 1
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**FS05. 10/21 To note actions points from previous meeting:**

SWR Leisure S106 monies – Contact has now been made with the housing developer and details have been forwarded to CDC for a deed of variation request to be made

Highfield Farm Allotments - Contact has now been made with the housing developer and details have been provided to our Solicitor

Approve the works on The Old Courthouse – On-going

IT Management Company – Final costs have been agreed

Purchase new computer and Router for VIC – Installation date Friday 15<sup>th</sup> October

New Payroll Provider – new system started 1<sup>st</sup> October

FOI Request – Meeting held with resident and 2 Councillors on 6<sup>th</sup> October

NHPAA Pedestrian Gate – Grounds Foreman to arrange meeting with representative with NPHAA

**FS06. 10/21 To note Financial Summary, Bank Reconciliation for September 2021:**

As of 30<sup>th</sup> September 2021, it was noted that the TTC Current Account held £123,462.77, TTC Deposit Account £182,364.12, Dolphins Hall S106 £508,039.97 Tetbury Police Museum and Courtroom £30,998.48 and Contingency Funds £85,003.12 of which £635,866.87 is committed costs. The VIC Current Account held £2,902.53.

**FS07. 010/21 To approve payments for October 2021 and estimate transfer of funds:**

It was noted that the October payments for TTC amounted to £83,252.15, VIC October payments amounted to £3,283.38, the Tetbury Police and Courtroom payments amounted to £1067.50. 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 did not request any transfer of funds due to the 25% of the precept recently being received.

It was proposed by Cllr Hirst, seconded Cllr A Pearce to approve the October payments.

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**FS08. 010/21 To note income and expenditure for Month 6:**

The income and expenditure for Month 6 was noted.

**FS09. 010/21 To discuss budget requests for 2022/23:**

CDC are holding their budget consultations for 2022/23 and it was requested that the CEO forward a copy of the CDC budget to all members in order for a formal response to be made from TTC as this may have an effect on the Town Councils budget lines.

**FS10. 010/21 To note External Auditor Report:**

The External Auditor report had been noted.

**FS11. 10/21 To note Internal Auditor Report:**

It was noted that the Internal report was carried out on 5<sup>th</sup> October 2021 with a follow up meeting taking place on 31<sup>st</sup> May 2022.

**FS12. 10/21 To consider and recommend to Full Council Remit of Committees and approve Model Publication Scheme:**

It was proposed by Cllr O'Connor, seconded Cllr Coleman to recommend the Remit of Committees to Full Council.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 1
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It was proposed by Cllr Taylor, seconded Cllr O'Connor to approve the Model Publication Scheme.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 1
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**FS13. 10/21 To consider and approve CCTV for Visitor Information Centre:**

It was proposed by Cllr Taylor, seconded Cllr A Pearce to approve the purchase of CCTV for the Visitor Information Centre at a cost of £167.00.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 1
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**FS14. 10/21 To approve funding request for Poppy Appeal:**

It was proposed by Cllr A Pearce, seconded Cllr Coleman to donate £50 for a Service of Remembrance Wreath, this donation to be taken from the Powers of General Competence budget line.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 1
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**FS15. 10/21 To discuss audit trail of grant given to St Marys Playgroup:**

The original grant request was to provide training, yurt and heating which would enable St Marys Playgroup to increase childcare provision in Tetbury following the closure of two pre-schools when the original request was made. The CEO was requested to write to St Marys Playgroup to see whether the increase in childcare provision has been met and the increase following the grant

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received and to see whether they are still allowed to use the facilities at IIsom House following the closure of the Nursing Home. (Cllr Taylor left 7.50pm)

**FS16. 10/21 To discuss and review procedures and policies regarding personal collections within the Police Museum and other areas of the Council premises:**

Cllr A Pearce provided an overview. Any items that are donated or loaned to the Town Council we need to make sure that the item/s are insured and the insurance covers the item/s outside of the homeowners property. A copy of the insurance documentation will be required, if no insurance document is produced then the owner would have to sign a disclaimer stating that the Town Council does not accept liability for their collection. Cllr A Pearce to seek further advice from the Police Museum Curator on how items that are loaned/donated are covered on the Town Councils insurance and whether further cover needs to be obtained.

**FS17. 10/21 Correspondence Received:**

Correspondence has been received from RBS Rialtas who looks after the accounts and assists with the reporting for Year End. The support and Maintenance fees for 2022/23 will be £395 and the yearend Accounts Assistance will be £600, the committee were all in agreement to sign up for another year.

**FS18. 10/21 Councillor Reports:**

Cllr Scott – Advised that the Trustees of the Dolphins Hall had been contacted by two user groups of SWR to see whether the hall would be available as they have been notified they are unable to use SWR facilities at this current time. Although not within the remit of the Committee advice was requested following correspondence received from CDC regarding the local MP request into the S106 funding for the Dolphins Hall Redevelopment Project.

**FS19. 10/21 Items for next meeting:**

Budget, Police Museum and Council donation policy, Data and GDPR Policy, St Marys Playgroup

**FS20. 10/21 Date of next meeting – Monday 8<sup>th</sup> November 2021, 7pm.**

**FS21. 10/21 Exclusion of the Public and Press to allow discussion of confidential business:**

It was proposed by Cllr A Pearce, 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 8.20pm

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

**FS22. 10/21 To discuss Staffing Matters:**

To provide the Committee with an update to staff workloads.