

**MINUTES OF A MEETING OF THE
FINANCE AND SCRUTINY COMMITTEE
Held in the Council Chamber on Monday 8th November 2021 at 7.00pm**

PRESENT:

Councillors: Gary O'Connor (Chair), Judith Taylor, Steve Scott, Stephen Hirst, Tony Walsh

Officers: Tara Niblett – Chief Executive Officer

Public: Councillor Nikki Ind

FS01. 11/21 Apologies for absence:

Apologies received and approved by Councillors A Pearce, C Pearce and P Coleman

FS02. 11/21 Declarations of Interest:

Councillor A Walsh – President of Tetbury Rugby Club

FS03. 11/21 Public Consultation:

None

FS04. 11/21 To approve minutes of the meeting held on Monday 11th October 2021:

It was proposed by Councillor Taylor, Seconded Councillor Scott to approve the minutes of the meeting held on Monday 11th October 2021.

Voting Record:	For – 4	Against – 0	Abstentions – 1	Absent - 3
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FS05. 11/21 To note action points from previous meeting:

Approve the works on the Old Courthouse: On-going

FOI Request – CEO holding meeting with IT Consultant this week

NPHAA Pedestrian Gate – Grounds Foreman met with representative from NPHAA, awaiting information on style of pedestrian gate required.

Update from St Marys Playgroup – Letter written awaiting a response

CCTV for Visitor Information Centre – Awaiting purchase and installation

FS06. 11/21 To note Financial Summary, Bank Reconciliation for October 2021:

As of 31st October 2021, it was noted that the TTC Current Account held £97,811.22, TTC Deposit Account £182,365.75, Dolphins Hall S106 £430,435.85 Tetbury Police Museum and Courtroom £30,830.98 and Contingency Funds £85,003.87 of which £558,096.00 is committed costs. The VIC Current Account held £5,463.64.

FS07. 11/21 To note and approve November 2021 payments and estimate transfer of funds:

Payments to be emailed to all members of the Committee as paperwork was only available on the evening of the meeting.

The November payments for TTC amounted to £25,097.32, VIC November payments amounted to £2,318.17, the Tetbury Police and Courtroom payments amounted to £5,822.00. The CEO/RFO did not request any transfer of funds due to the amount of current funds available in the TTC Current Account.

FS08. 11/21 To note Income and Expenditure for Month 7:

The Income and Expenditure for Month 7 was noted

FS09. 11/21 To recommend budget requests for 2022/23 to Full Council:

It was recommended that the Burial income will be transferred to the Earmarked Reserves to assist with the new burial ground in the future. CEO to look at flat rentals within the town before recommending any increases. Business Rates to increase to £9,000. Utilities increase by 10% due to current gas prices, Office supplies increase to £4,000, remove Councillor Ink Cartridges due to all but one Councillor receiving paper copies of backing papers. Defibrillators increase to £1500, Publicity reduce to £3,000, CEO to look at other avenues of advertising the annual reports. Subscriptions increase to £2500, Health & Safety contract reduce to £1200, IT increase to £6,000, Vehicle costs and repair along with Vehicle Tax and Insurance make one budget line and ringfence any underspends and increase budget to £3200. Buildings maintenance to ringfence underspends and to keep budget to £15,000. Need to obtain a building plan for the next few years due to the building being Grade II listed.

FS10. 11/21 To note CIL Income:

It was noted that TTC to date had received £3,296.53.

FS11. 11/21 To discuss CDC Budget Consultation and provide feedback from TTC:

Due to the number of comments received from various Councillors, it was requested that all comments be uploaded onto the CDC website.

FS12. 11/21 To discuss recommendations to CDC Planning Officer regarding re-allocation of SWR S106 funds from Miller Home development:

CEO has been asked to confirm with CDC whether the funds are with Sir William Romneys or still held at CDC. TTC had originally requested that the S106 allocation is for other organisations to assist with natural pitches. TTC have been advised by Miller Homes that we need to work with the planning officer to consider any viable suitable alternatives in terms of the re-allocation of the funds in order for Miller Homes to consider it appropriately.

FS13. 11/21 To discuss update regarding allotments at Miller Homes:

In March 2021, the allotments at Miller Homes should have been transferred to Tetbury Town Council, although our Solicitor had been acting on our behalf things had come to a standstill with Miller Homes and could not progress further. We have now received correspondence from Miller Homes to advise that we are unable to receive any additional taps although the water supply for the site is inadequate and we hope that the allotments will be transferred to TTC very shortly as we have over 70 residents on the waiting list.

FS14. 11/21 To approve HP ProDesk for Rialtas backup and server:

Due to the age of the computer it has been requested that a new computer is purchased for the Rialtas (Accounts package) to be kept on a dedicated computer. Cost to the Council £426 HP ProDesk computer, £249 to pre-configure and migrate Rialtas to a new computer. £20 per month for backup and cloud managed solution. It was proposed by Councillor Taylor, seconded Councillor Scott to approve the purchase of the HP ProDesk Computer, pre-configuration and monthly backup.

Voting Record:	For – 4	Against – 0	Abstentions – 1	Absent - 3
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FS15. 11/21 To approve memorial plaque policy:

Due to the number of requests being received, a memorial plaque policy has been written for the style and wording to be approved by the Heritage & Regeneration Committee. Each memorial



plaque will be £100. It was proposed by Councillor Hirst, seconded Councillor Taylor to approve the memorial plaque policy.

Voting Record:	For – 4	Against – 0	Abstentions – 0	Absent - 3
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(Councillor A Walsh left 8.40pm)

FS16. 11/21 To note completion report regarding Tetbury Trail:

Following the grant given by TTC, we have received a completion report regarding the Tetbury Trail which is an amazing piece of work which cost £48,683 including VAT to complete the whole project.

FS17. 11/21 To discuss and review procedures and policies regarding personal collections within the Police Museum and other areas of the Council premises:

Police Museum Curator is currently looking into individual insurance policy for the Police Museum and items included in the collection. Need to look at the existing insurance policy in order that the items are not covered twice. Councillors were concerned that there is a conflict of interest with a private collection being maintained within the Council offices. Full Council agenda item for November.

FS18. 11/21 To approve business card incentive in telephone box at Northfield Road:

It was proposed by Councillor O'Connor, seconded Councillor Hirst to approve the business card incentive in the telephone box at Northfield Road, there will be no charge and business cards only to be placed within the telephone box, business cards to be regularly reviewed.

Voting Record:	For – 4	Against – 0	Abstentions – 0	Absent - 4
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FS19.11/21 Correspondence Received:

Grant application form has been received from Tetbury Cricket Club to assist with fundraising activities, this to become an agenda item at November Full Council.

Advised the handwritten note received by a resident following the Full Council meeting in October has become a Police matter.

FS20. 11/21 Councillor Reports:

None

FS21. 11/21 Items for the next meeting:

Budget

FS22. 11/21 Date of next meeting: Monday 17th January 2022, 7pm

Exclusion of the Public and Press to allow discussion of confidential business:

It was proposed by Councillor Hirst, seconded Cllr Taylor 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 9.08pm

Chairman Dated

FS24. 11/21 To approve Confidential minutes of the meeting held on Monday 11th October 2021:

It was proposed by Councillor Hirst, seconded Councillor Scott to approve the confidential minutes held on Monday 11th October 2021.

Voting Record:	For – 3	Against – 0	Abstentions – 1	Absent - 4
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It was proposed by Councillor Taylor, seconded Councillor O'Connor to approve the Local Government Pension Scheme 2014 – Statement of Policy on discretions.

Voting Record:	For – 4	Against – 0	Abstentions – 0	Absent - 4
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Masks should be made available to all visitors of the offices and the Police Museum due to the increase in COVID cases.

Meeting closed 9.25pm