

**MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury, Glos GL8 8DU.
Monday 19th February 2024 at 7pm**

Present

Town Councillors: S Scott (Chair), J Taylor (Vice Chair), E Farnham, Z Baker, P Coleman, P Burrell

Officers: T Niblett – CEO/RFO

Public: 2 members

Councillor K Painter advised the Committee that he will be standing down as a member of the Finance & Scrutiny Committee with immediate effect.

FS01. 02/24 Apologies for absence:

Received and accepted from Councillors C Pearce and R Smith

FS02. 02/24 Declarations of Interest:

None

FS03. 02/24 Public Consultation:

A member of 20s Plenty Group provided the Finance & Scrutiny Committee with an overview of their proposed Traffic Regulation Order (TRO). The 20s Plenty Group are holding consultations at various locations in and around town throughout the month of March as the responses of the consultation will assist with their proposal.

It was proposed by Councillor S Scott, seconded by Councillor P Burrell to suspend standing orders to bring item Agenda FS15. 01/24 and to vote on the request from 20s Plenty Group to assist with the grant application.

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent -2
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FS15. 02/24 Correspondence Received:

The 20s Plenty group has requested the assistance of Tetbury Town Council in supporting this initiative by applying for a grant from Gloucestershire County Council Glos climate for £4,999 which will assist help pay for the TRO. The members of the 20s Plenty Group will be requesting funding of £10,000 from County Councillor Stephen Hirst. It was proposed by Councillor E Farnham, seconded by Councillor J Taylor that Tetbury Town Council applies for the grant for the sum of £4,999 which will go towards the Traffic Regulations Order of £15,000. Tetbury Town Council will not accept the grant funding if there are any restrictions that we believe are unachievable.

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent -2
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This resolution was made by the Finance & Scrutiny Committee due to the deadline for the grant applications being 26th February 2024, 10am.

FS04. 02/24 To approve the minutes of the meeting held on Monday 22nd January 2024:

It was proposed by Councillor P Coleman, seconded by Councillor J Taylor to approve the minutes of the meeting held on Monday 22nd January 2024:

Voting Record:	For – 5	Against – 0	Abstentions – 1	Absent -2
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FS05. 02/24 To note action points from previous meeting:

Noted

FS06. 02/24 To note financial summary, bank reconciliation for January 2024

As of 31st January 2024, it was noted the TTC Current Account held £20,885.90, TTC Deposit Account £226,284.90, Dolphins Hall S106 £4.62, Tetbury Police Museum and Courtroom £3,176.63, and Contingency Funds £90,648.72 of which £203,612.67 are committed costs. The VIC Current Account held £974.63.

A question was raised regarding the Mayors Expenses and how much has been spent to date. Within the budget there is a member's expenses of £1,500 (not individual allowance) and a Civic Expenses budget of £800.

FS07. 02/24 To note and approve payments for February 2024 ad estimate transfer of funds:

It was noted that the February payments for TTC amounted to £27,187.96 VIC payments amounted to £2,770.64, Police Museum £2,291.28.

The CEO/RFO requested a transfer of funds of £25,000 from the TTC Deposit account to the TTC current account to cover the February payments and £3,660.00 to transfer to the VIC which is the remaining grant from TTC. It was proposed by Councillor Z Baker, seconded by Councillor P Coleman to approve the transfer of £25,000 to TTC Current Account and £3,660 to the VIC Account.

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent -2
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FS08. 02/24 To allocate two Councillors to sign off February 2024 invoices:

Councillors P Coleman and Councillor S Scott will sign off the February 2024 invoices.

FS09. 02/24 To discuss and approve the recommendation to Full Council Risk Management Policy:

Councillor J Taylor and CEO was thanked for all their hard work that has been carried out on this policy. Discussions were held regarding the definition of low, medium and high risk, the definition currently outlines what we have done in the past and is realistic. This policy needs to be a live document and reviewed on a regular basis. Following minor amendments it was proposed by Councillor P Coleman, seconded by Councillor Z Baker to recommend the Risk Management Policy to Full Council for approval. Councillor J Taylor to carry on being the lead Councillor on this policy.

Voting Record:	For – 6	Against – 0	Abstentions – 0	Absent -2
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FS10. 02/24 To discuss the Station Car Park Lease:

At the January meeting of the Finance & Scrutiny Committee meeting it was resolved that should any members wish to raise any questions regarding the lease to send questions to Councillor C Pearce and Councillor J Taylor and for this to become an agenda item in February. Unfortunately, a Councillor has already contacted CDC regarding the lease before being discussed and approved at this meeting. CEO has been requested to write to CDC to advise that there are no questions at this present time from TTC regarding the lease on the Station Yard Car park and look forward to our meeting on 8th August 2024.

FS11. 02/24 To allocate two Councillors to work alongside RFO to review Insurance Policy:
Councillor S Scott and Councillor P Coleman to work alongside RFO.

FS12. 02/24 To discuss Cotswold District Council offer to lease Chipping Street Car Park Public Conveniences and to forward any recommendations to Full Council:

Cotswold District Council (CDC) are looking at closing one of the two public conveniences in Tetbury, CDC recognizes provision of public conveniences is important however it is not a statutory service, and the costs are increasing. CDC have contacted TTC to ascertain whether we would like to take on the lease at £1 per annum. The cost currently to clean and maintain the Chipping Street Car Park public conveniences is £13,832 per annum including all consumables. To introduce the charge would be approximately £500. As the precept has already been set in January 2024 and no budget allowances have been set for these extra costs, the Finance & Scrutiny Committee have decided not to take on the lease.

FS13. 02/24 To discuss and approve the recommendations from the Internal Auditors Report:

It was agreed that at the start of the new financial year that TTC will no longer hold petty cash and all transactions to be through the company credit card, although the VIC petty cash will remain. Although the Town Council has a good level of scrutiny regarding the payments, it was recommended that two Councillors sign off the invoices before the Finance & Scrutiny meeting.

FS14. 02/24 To discuss and approve the recommendation to Full Council 'How to speak at a Council meeting:

Advised this had already been recommended at a previous Finance & Scrutiny meeting to forward to Full Council, this to become a February Full Council agenda item.

FS15. 02/24 Correspondence Received:

Already discussed at the start of the meeting.

FS16. 02/24 Councillors Reports:

Councillor E Farnham – Received paperwork from Councillor C Pearce regarding Plot 8. This has been handed to CEO/RFO for safe keeping, to discuss at a Full Council meeting. For the Annual Town Report need to make residents aware of any grants we have presented in 2024/25, staff costs against etc. This report to be a March agenda item with Full Council being presented with all committees reports ready for approval for the May edition of the Tetbury Advertiser.

Councillor P Coleman – On behalf of the Rail Lands Regeneration Trust apologized for not engaging sooner with the Town Council about the proposed new doors. Advised Tetbury Pride are holding an event at the Goods Shed, a letter needs to be sent to the Council from Tetbury Pride to request authorization to use our land for this event.

Councillors E Farnham and S Scott have sent their apologies for the March meeting due to other commitments.

FS17. 02/24 Items for inclusion at the next meeting:

Annual Report

FS18. 02/24 Date of next meeting – Monday 18th March 2024 at 7pm.



FS19. 02/24 Exclusion of the Public and Press to allow discussion of confidential business: It was proposed by Councillor E Farnham, seconded Councillor P Burrell 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 8.55pm

Chair Dated

FS20. 02/24 To approve Closed Session minutes of Monday 22nd January 2024:

It was proposed by Councillor E Farnham, seconded by Councillor Z Baker to approve the closed session minutes held on Monday 22nd January 2024.

Voting Record:	For – 5	Against – 0	Abstentions – 1	Absent -2
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FS21. 02/24 To discuss Staffing Matters:

CEO provided the Committee with an overview of the staff appraisals that have recently been carried out.

FS22. 02/24 To discuss FOI Request and Response:

CEO provided the committee with details of an FOI request that has recently been received and advised that due to the sensitivity of the request the information cannot be given.

Meeting closed 9.20pm

Chair Dated