

MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON
TUESDAY 14th JULY 2016, AT 6PM

Present: Councillors K Brennan (Chairman), P Clatworthy, P Workman, P Aldridge, M Sztymiak, H Burns, J Badham, and S Raywood.

1. Apologies

- i. Cllr C Danter
- ii. Cllr R Mills

2. Declarations of Interest

Name	Interest
Cllr M Sztymiak	Borough & County Councillor
Cllr P Workman	Borough Councillor

3. Dispensations

None

4. Minutes of the Finance committee meeting held on Monday 25th April 2016

Councillors resolved that the minutes of the 25th April 2016 meeting be agreed as a correct record.

5. Minutes of the Staffing committee meeting held on Monday 11th April 2016

Councillors resolved that the minutes of the 11th April meeting be agreed as a correct record.

6. Formation of a sub-committee to prepare appraisal programme, recruitment documentation and grievance policies and procedures

Councillors resolved to ask GAPTC for advice preparing new documentation. It was agreed to convene a sub committee consisting of Cllr J Badham, Cllr H Burns, Cllr P Aldridge, and Cllr K Brennan to review the aforementioned documents. As Cllr Danter was absent it was agreed to invite her to join the group. Cllr K Brennan to convene a meeting via email.

7. Review of the internal and external auditors reports for 2014/2015

It was appropriate to bring forward the confidential business at this stage as no members of the public were in attendance. Exclusion of the press and public proposed by Cllr Aldridge, seconded by Cllr Brennan.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during the consideration of the confidential items on the agenda.

8. Budget position of Staffing Committee for 1st April 2015 to 31st March 2016

Councillors noted the budget position of the previous Staffing Committee for the financial year 2015/2016.

9. Budget position of Finance Committee for 1st April 2015 to 31st March 2016

Councillors noted the budget position of the previous Finance Committee for the financial year 2015/2016.

10. Work programme

Councillors requested that the work programme be updated by Cllr K Brennan and the Town Clerk in conjunction with the amended asset register.

11. Office cover for the summer break

Councillors will receive via email the holiday arrangements in the office over the summer break.

12. Asset management plan

Councillors resolved to add an asset management plan to the work programme.

13. Strategic Risks

The Strategic Risks document should be updated to include the accounting system and the asset valuation programme.

14. Review of the impact of fee changes on bookings for Watson Hall and Town Hall

Councillors noted the report prepared by the Clerk's team.

15. Proposed purchase of female Mayor and Deputy Mayor's tricorne hats

Councillors resolved to purchase a second hand hat or to adapt a female councillor's hat as a contingency option.

16. Formulate programme to tender for cleaning staff

Councillors requested that the project be inserted into the work programme so that a final specification can be completed by the end of November and advertised in December so that a new contract is in place by 1st April 2017..

17. Process to be used for the co-option of new councillors

The Clerk noted that 2 applicants had responded with an application form and that they would be invited to attend the Full Council meeting on 25th July at 6pm to make a 5-minute presentation and answer questions from councillors. Ballot papers are to be produced in advance of this meeting to allow for a secret ballot of members. Candidate profiles to be circulated to councillors.

18. General/mileage expenses claim form for approval

Councillors agreed to pay 40p/mile. Petrol receipts to be provided.

19. Identification of criteria for payments from the Flood Account

Councillors defined the criteria as being an emergency flooding situation only. It was resolved to ask Geoff Pope for further clarification on what restrictions were set up by the organisation who granted the funds currently held in this account.

20. To note the current signatories on the Business Bank Account

Councillors noted the current signatories and requested that former councillors be removed as signatories.

21. Request for discretionary rate from Tewkesbury Popular Angling Club

Pursuant to the initial decision made in the Severn Ham committee of 7th July 2016 it was proposed by Cllr Workman that the Tewkesbury Popular Angling Club should keep the same rate as previously charged. This was seconded by Cllr Brennan and approved by the committee.