

MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON
THURSDAY 27TH OCTOBER 2016, AT 6PM

Present: Councillors K Brennan (Chairman), P Clatworthy, C Danter, P Aldridge, R Mills, M Sztymiak, H Burns, S Raywood.

1. Apologies

- i. Cllr P Workman
- ii. Cllr J Badham

2. Declarations of Interest

Name	Interest
Cllr C Danter	Rotary Club of Tewksbury

3. Dispensations

None

4. To approve the minutes of the Finance & Staffing committee meeting held on Thursday 15th September 2016

Councillors resolved that the minutes of the 15th September meeting be agreed as a correct record.

It was requested that the Environment & Amenities committee feed back the results of the cleaning and maintenance specification meeting to Full Council, instead of the Finance & Staffing committee discussing this.

5. To receive an update from the sub-committee formed to prepare appraisal programme, recruitment documentation and grievance policies and procedures

The sub-committee had met twice and looked at job descriptions. It was chaired by Cllr Brennan with Cllr Danter also attending. The next meeting will be held on 9th November at 10am to discuss the Clerk's contract and put forward a decision to Full Council on 14th November. It was agreed that the sub-committee would be allowed to recommend the contract directly to Full Council. The Clerk gave a NALC contract template to Cllr Brennan for the working group to use. It was decided to ask Ellis Whittam to check this format also complied with employment law insurance.

6. To receive Budget Position of the Finance and Staffing Cost Centres

Councillors noted that the budget projection for Town and Watson Hall incomes were at significant variance from the actual figures and would need adjusting in the next financial year. It was also noted that the projected WC income was out of step with projections.

Cllr Brennan stated her desire for the grants portion of the budget to be made larger in the next financial year.

Cllr Aldridge requested that the Clerk ask Quintech whether a yearly one-off payment would be cheaper than a monthly direct debit for payment of the anti-virus software.

7. To review and update the Work Programmes

It was asked that 'correspondence' be placed under Mayor's Announcements on Full Council agendas, with the correspondence concerned laid out on a table in the Council Chamber. It was furthermore requested that the noticeboard be returned to the Council Chamber.

Councillors resolved that the next Finance & Staffing meeting would consider the annual staffing budget as part of the agenda.

8. To note the Strategic Risks

It was resolved that Cllr Aldridge would prepare a spreadsheet on assets owned by the Council and all contents to be valued.

9. To consider Grant Applications from outside bodies

i. Rotary Club of Tewkesbury

Cllr Danter did not take part in the discussion because of an interest in the Rotary Club. Councillors agreed to a grant of £150. They also agreed to write off the current invoice subject to confirmation that the group had not received a Town Council grant over the past 2 years.

ii. Tewkesbury Alleycats

Cllr Brennan noted that Tewkesbury Alleycats had withdrawn their application and reserved the right to reapply later.

10. To receive an update on the settlement of costs for Cllr Poxon's expenses relating to the Town Council website

Councillors resolved to send a cheque for the agreed value to Cllr Poxon and signed it after it was written out in the meeting.

11. To update the list of suppliers paid by electronic banking

Councillors accepted the provided list of suppliers.

12. To agree a timetable for the end of the Clerk's 1-year temporary contract with reference to a transition to a permanent contract

Councillors noted that the timetable would be considered at the following sub-committee meeting on the 9th November.

13. To review the contract with Ellis Whittam as it pertains to the following areas

- i. Employment Law & HR**
- ii. Health & Safety**

- iii. Employment Law, HR, and Health & Safety

Councillors asked the Clerk to obtain 3 quotes for all 3 areas listed. It was also requested that the Clerk consult with GAPTC for further guidance.

14. To agree the £380 cost of the Clerk's CILCA training

Councillors resolved to pay the £380 cost of the Clerk's CILCA training. They further resolved to pay for the Clerk to attend the SLCC Regional Roadshow, a 'managing staff performance' course at GAPTC and a networking event for GAPTC members. Two of the events contribute points towards the Clerk's CPD.

15. To consider holiday cover proposals for the Town Council's toilet cleaners

The Clerk was asked to seek costing from Cleanspace as to costs of employment direct to Cleanspace of the toilet cleaners currently employed by the Council.

16. To receive an update on the NEST pension scheme for Administration Support Officers

Councillors noted the update from the Clerk.

17. To agree a proposal for Councillor Training during Full Council meetings

Cllr Brennan has spoken to Allison Robinson of GAPTC and has confirmed that 1 hour training is available from 6-7pm to the Full Council with potential training dates being in December, February, or April. It was reported that the sessions would cost £100 per hour plus travel expenses. Councillors resolved to arrange a training session on this basis at the December Full Council meeting with the training starting at 6pm and the meeting starting at 7pm. Cllr Aldridge voted against the proposal.

18. To agree the procedures for the management of the Mayor's Charity Account

It was agreed that the Responsible Financial Officer would not manage the Mayor's Charity Account with oversight to be given to the Mayor instead. It was resolved that Cllr Danter would create a system for payments document to help manage the account's spending.

19. To receive an update on the website

The Clerk announced that the new website design had been implemented under the existing domain of www.tewkesburytowncouncil.gov.uk and invited feedback on its design and content.

20. To approve a Staff Appraisal timetable

It was resolved that discussion of the Staff Appraisal timetable would be deferred to the staffing sub-committee meeting on the 9th November.

21. To discuss holding a public meeting to consider BT's Community Fibre Partnership proposals

Cllr Sztymiak said that the project was likely too large for a parish council to consider, and noted that the County Council is already running a 'Fastershire' project on similar lines. Cllr Raywood said that the school mentioned in the letter is a private school. Cllr Mills proposed that the Council decline the offer, which was seconded by Cllr Aldridge and agreed by the committee. The Clerk was asked to contact BT and recommend that they contact Gloucestershire County Council with the same proposals, and then report any future correspondence back to the committee.

22. To agree a working group for discussion of an Audit Improvement Plan

It was agreed that Cllr Aldridge would read and summarise the contents and update other Councillors by email.

23. To agree a working group for the discussion of the maintenance provision to include maintenance person(s) job description and work schedule.

Councillors requested that a 'person specification' be included in the maintenance provision specification. Councillors resolved that the Environment & Amenities committee would be left to decide the contract specification for future cleaning and maintenance services.

24. To explain the inclusion of a "Grant Income" of £9054 from Tewkesbury Borough Council in the 2016/17 Annual Budget

It was noted that the income described was a 'Transitional Grant' given to all parish councils 3 to 4 years previously as part of the austerity programme in order to protect against a precept drop. The funds are in fact part of the precept. The cost centre figures of the Finance Report must therefore be adjusted to reflect this.

The meeting closed at 8:43pm