

**MINUTES OF THE EXTRA FINANCE & STAFFING COMMITTEE REQUESTED BY
THE CHAIRMAN AND HELD ON
MONDAY 13th FEBRUARY 2017 AT 6:00 PM**

Present: Councillors P Clatworthy (Chair), K Brennan, C. Danter, P Workman, P Aldridge, H Burns, S Raywood (Late)

1. Apologies

- i. Cllr R. Mills and M. Sztymiak

2. Declarations of Interest

Name	Interest
Cllr P Workman	Tewkesbury Borough Council

3. Dispensations

None

4. External Audit Report

Councillors looked at the external audit report and proposed that the clerk distributes a copy of this report to members of the committee to be discussed at the next meeting.

5. Internal Audit Report

Cllr P. Aldridge noted that the internal audit report was distributed in October 2016 and a working group was to convene to discuss it, though this did not happen. He had prepared a report for the councillors which the clerk is to distribute to the committee.

6. Standing Orders Review

Cllr P. Aldridge and Cllr C. Danter have worked on the Standing Orders and made some changes. Cllr H. Burns was concerned that the amended version did not refer to the model National Association of Local Councils (NALC) Standing Orders document. The clerk is to circulate her highlighted notes showing the changes made on this 2017 version compared to the current Tewkesbury Town Council Standing Orders agreed by council in 2015. The clerk was required to distribute the NALC recommended model also. This information will be placed in councillors pigeon holes for collection and consideration. The clerk is also to send the proposed 2017 changes to the Gloucestershire Association of Parish and Town Councils (GAPTC) for their legal opinion.

Furthermore, Tewkesbury Town Council's Financial Regulations are to be updated by a working group led by Cllr H. Burns. Cllr Burns will arrange a date for this group to meet.

7. Cheque Payments

Councillors requested that the clerk bring any payments in the pipeline to each meeting. Cllr Brennan will provide an example of a 'Cheque List' to the clerk for use at future meetings.

8. Budget Position for All Committees

Councillors suggested that the Net Report provided by the clerk should be renamed 'Current Financial Position'. It was further proposed that the War Memorial and Flood Support accounts be closed and the funds transferred to the main bank account due to new bank charges which were reducing the balance. The transactions for these accounts should therefore be recorded in cost centres on the current financial position report. All members agreed to this.

9. Income and Expenditure

The Clerk explained that this information was included in the Net Report attached to the agenda and pointed out a couple of examples in the cost centres illustrated.

10. Staffing Structure Review

A sub-committee meeting is to be arranged to review the staffing structure. The clerk was instructed to provide a staffing costs breakdown for this sub-committee.

11. To Recommend a New Independent Internal Auditor

Following advice and discussion with GAPTC, the clerk made a recommendation that the committee consider appointing a new independent internal auditor. Members decided that the services required would be 2 visits per year in October and February. The clerk was directed to obtain quotes from Peter Newman, Richard Crighton and Kim Bedford and bring the information to the next Finance & Staffing meeting on the 2nd March. The clerk was also directed to cancel the current internal audit contract.

The Meeting ended at 8:00 pm