

**MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON
MONDAY 16TH JANUARY 2017 AT 6:00 PM**

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

1. Apologies

- i. None. Cllr John Badham has resigned.

2. Declarations of Interest

Name	Interest
Cllr M Sztymiak	Tewkesbury Borough Council and Gloucestershire County Council
Cllr P Workman	Tewkesbury Borough Council

3. Dispensations

None – Move Item 7 to the end and Clerk to leave.

4. To approve the minutes of the Finance & Staffing committee meeting held on Wednesday 7th December 2016

Councillors resolved that the minutes of the 7th December meeting be agreed as a correct record.

5. To approve the minutes of the Extraordinary Finance & Staffing committee meeting held on Tuesday 20th December 2016

Councillors resolved that the minutes of the 20th December meeting be agreed as a correct record.

6. To set a budget for 2017/18:

Councillors discussed the draft version of the budget and made the following changes:

Environment & Amenities

£10,000 (remainder) from 2016/17 (already started work) to be ring fenced for next year and add to £10,000 for 2017/18.

Environment Warden reduced to £0 from £3,000. To use contingencies if called upon to contribute.

The Youth budget reduced to £3,000 (from £10,000) and hope for match funding.

Derek Graham - £2,000 from £3,500. The Council to work with friends group to raise £1,500.

Gloucester Road toilets – Cleaning and Maintenance rates from £3,220 to £2,220. Spring Garden toilet Rates from £4,480 to £3,000. Reduction recommended by Cllr H Burns.

Arrival Insurance - £2,000 to Street Furniture Budget.

Buildings & Moorings

The Watson Hall utilities from £6,375 to £5,375. The Watson Hall and Town Hall cleaning and maintenance budget be reduced by £1,000 each.

Finance & Staffing

Deputy Mayor to £0 (from £500). Grants to be £10,000 (from £16,000). Contingency of £5,000 from £15,000 to adjust to make 5% to £8,250. To take £4,000 from the wages to bring it to £32,480 and £4,000 added to Severn Ham as wages for Officers.

Cllr P Aldridge recommended a 5% Budget increase. This was seconded by Cllr R Mills and all voted in favour.

7. To accept a recommendation from the Finance & Staffing working group following the Clerk's appraisal on 20th December 2016

This was moved to the end of the meeting and the Clerk was asked to leave at 8:00 pm.

8. To accept the model Town Clerk employment documents:

- i. Contract of Employment
- ii. Summary of Employment Terms
- iii. Job description
- iv. Standard letter of appointment

The Chairman stated that these documents will be considered again at another sub-committee meeting.

9. To receive an update on office staff provision

The Clerk updated the Council on the new employee but the committee felt that better communication was required for future appointments.

10. To accept a recommendation from the Finance & Staffing working group following the Clerk's Appraisal on 20th December 2016

Cllr Aldridge gave a Report on the Appraisal held with the Town Clerk.

Recommendation: That Helen Railton-Price be offered a permanent position of RFO and Town Clerk from 1st April 2017 with a probationary period of 6 months during which an appraisal must take place. This was proposed by Cllr Aldridge and seconded by Cllr Clatworthy and unanimously passed by all Councillors.

The Meeting ended at 8:40 pm