

**MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING**  
**MONDAY 2<sup>nd</sup> MARCH 2017**

**Present:** Councillors K Brennan (Chair), P Clatworthy, R Mills, H Burns, C Danter, P Workman, M Sztymiak  
Cllr Raywood arrived late to the meeting.

**1. Apologies**

- i. Cllr P Aldridge - Holiday

**2. Declarations of Interest**

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

**3. Dispensations**

*None*

**4. To consider quotes from the proposed new independent Internal Auditors**

Councillors agreed to engage the services of Kim Bedford through GAPTC.

**5. To note the current budget position including a summary of current direct debits and Community Grants**

Councillors noted the current budget position and summary of direct debits. Following a request at the previous meeting, the clerk produced a list of cheques to be signed and explained how this process would continue with cheque payments relating to each committee's budget in the future. Councillors asked the clerk to advertise the availability of community grants on the Town Council website.

**6. To agree a future service for Health & safety provision. Including a review of previous contract details**

Councillors noted the details of the previous provision by Ellis Whittam. The clerk was directed to contact GAPTC for a Health & Safety model policy document to cover the Town Hall, Watson Hall and office staff. This document to be brought for consideration to the next meeting.

**7. To receive feedback from GAPTC on the suggested changes to Standing Orders**

The clerk distributed a report compiled by GAPTC with legal advice on the suggested changes to Standing Orders. Councillors agreed to consider this report back at a meeting of the working group which consists of Cllr R Mills, M Sztymiak, C Danter, H Burns and P Aldridge

### **8. To receive the Internal Audit Report**

The clerk produced a file for each councillor containing the internal audit report, the external audit report and a copy of the new process manual put in place to address accounting issues raised by these reports. The front page contains a signature section and councillors were requested to read the enclosed documents and then sign and return the page to the clerk for audit records. The clerk also presented a Year End Preparation report to the committee.

### **9. To receive the External Audit Report**

This was contained in the above file. Members of the committee also asked the clerk to forward the whole document pack to all councillors.

### **10. To approve the extension of the one year IT support contract for two more years**

Cllr P Workman proposed that the contract be extended for two more years and Cllr Sztymiak seconded this. All in favour. The clerk was asked to provide a report on the cost of Quintech anti-virus for the next meeting.

### **11. To receive the Ellis Whittam Service Agreement**

The clerk showed the service agreement to councillors. It was noted that it had been signed electronically by Cllr K Brennan and that the contract was in fact for three years with a one year break clause. Councillors were not in agreement with this and asked the clerk to request a new contract for one year. The new contract must be signed by the clerk as the Proper Officer of the council.

### **12. To consider the launch of online payment controls with Lloyds Bank**

The clerk explained this process which is a requirement of model financial regulations. Cllrs M Sztymiak, C Danter and P Workman agreed to become bank signatories for the online payment control system. The clerk will forward information to these three councillors and begin the process of setting up with Lloyds Bank.

### **13. To consider options for taking electronic payments for bookings**

Councillors received a report from the clerk comparing the prices of three card reader companies and agreed to the Lloyds Bank option. This provides a link directly to the council's bank account, charges a £15 per month fee, is counter top or portable and can take payments online or over the phone. They asked the clerk to add £1 to an invoice if the customer chooses to pay by card, to cover the cost of the £15 per month fee.

### **14. To review the cheque signatories of the main account**

Eight of the current councillors are signatories for cheque payments. The committee agreed to add new councillors to the list. This includes Cllrs R Mills, M Poxon, A Smith, H Burns, S Raywood, T Walker and C Monk. The clerk will forward the appropriate forms to these councillors.

**15. To consider a press release relating to the new precept and budget plans**

The clerk advised councillors that it would be advisable to prepare a press release and read out advice from GAPTC on points to consider. Councillors asked the clerk to write the press release and gave some suggestions as to what projects should be included within it, such as the new youth budget, planned improvements to a play park and new benches on the High Street.

**16. Report from the Staffing Sub Committee on staffing restructure**

This item was added to the agenda by Cllr K Brennan with no further information. The clerk was asked to leave the meeting and therefore no minutes are available.

DRAFT