

MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING

MONDAY 13th APRIL 2017

Meeting Started at 6.30pm

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

1. Apologies

- i. Cllr R. Mills - Holiday

2. Declarations of Interest

Name	Interest
Cllr S. Raywood	7(i)
Cllr P. Aldridge	7(i)
Cllr P. Workman	Tewkesbury Borough Council
Cllr M. Sztymiak	Tewkesbury Borough Council & Gloucestershire County Council

3. Dispensations

None

4. Approve the Minutes of the last Finance & Staffing Meeting

The Minutes of 2nd March 2017 were signed as a true record.

5. New Budget Cost Centres and agreeing 'Earmarked Reserves' from 2016/17

Cllr Aldridge requested a print out of the expenditure in 'Contingency' from 2016/17. Cllr C. Danter requested a print out of 'Staff Training' from 2016/17 and noted that next year a bank charges budget needs to be included. £3,821.33 has been ring-fenced for 2017/18. The new 2017/18 was discussed and agreed as a true record. Cheque for Ellis Whittam has been signed.

6. Independent Internal Auditor

Kim Bedford, GAPTC, has been scheduled to do an internal audit on 2nd May '17. The Clerk will invite Kim to the Full Council meeting when the council are discussing the Annual Return.

7. Applications for Community Grants

This was moved to 'Confidential'.

8. Health & Safety Provision

The Clerk reported that three companies have been asked to quote to provide a Health & Safety process for the Watson Hall and Town Hall. Since the current provision was cancelled by the Chairman this is now an urgent requirement.

Signed, Chairman...../...../.....

9. Ellis Whittam Service Agreement

The Committee reviewed the new version of the Contract, accepted it and agreed to make a payment to settle this account.

10. Launch of On-line Payment Control with Lloyds Bank

Cllrs Danter, Workman and Sztymiak who have opted to take part in this process would like to attend the office of the Clerk to discuss this in more detail.

11. Cheque Signatories of the Main Account

Cllrs Raywood and Walker have forwarded information to become signatories. The other new Councillors do not wish to become signatories.

12. Payments by Lloyds Bank Card Reader

Cllr Aldridge will attend the Clerk's office to begin the process of application for the card reader at Lloyds Bank.

13. Press Release on the New Precept and Budget Plan

The Clerk read out a proposed Press Release and Councillors did not wish to add anything to this. The Clerk is to contact the local media for inclusion in the Tewkesbury edition of the Gloucestershire Echo.

14. Staffing Sub-Committee on Staffing Restructure

No report was made available.

15. Formulate a Written Reply to Mr Hopkins with reference to Public Participation

The Clerk read out the letter from Mr Hopkins.

The committee suggested the following reply: there are already two opportunities as a member of the public to make any contribution to the agenda by writing to the Clerk or by taking part in public participation. The public participation scheme on the website is not correct and will be removed. The council needs to change the public participation scheme to reflect Standing Orders.

16. Formulate a Written Reply to Mr Adie with Reference to the Recording of Council Meetings and Cyber Bullying

(i) *Recording of Council Meetings:-*

The committee agreed that they were happy to have sound recording only. Cllr Burns proposed that the voice recorder be used at all meetings. Seconded by Cllr Raywood. All Agreed.

(ii) *Cyber Bullying:-*

The committee decided that this issue was already covered by the council's code of conduct. The Clerk is to ask the Borough Council for a cyber-safety policy governing the use of email and bring the information back to the committee for discussion.

17. To Propose a Working Group of the Finance & Staffing Committee be set up to Manage the Council's Website and other Media and review the Media Policy

The media policy should be separated from Standing Orders, reviewed and updated.

Working Group: Town Clerk, the Administration Support Officer responsible for the website, Cllr P. Clatworthy, Cllr S. Raywood and Cllr M. Sztymiak. The meeting will be held in office hours.

18. Apprenticeship Schemes and Work Experience

The clerk read out a report from Bredon school on the progress of the student who attends the council offices. The report was a positive one, with both the school and the student commenting that the opportunity had been a great success and of real benefit. Cllr Sztymiak commented that it was a good thing for the Council to help local young people with their work experience.

19. Finance Process Manual Covering 2015/16 Internal Audit Recommendations

The report was received and discussed by the Committee.

20. Scribe Reports Update to Councillors using the Current System including VAT Explanation

The report was received and discussed.

The Clerk offered to make a presentation at the next full council meeting on the Scribe accounting system reports.

21. Implementation of an Electronic Payment Process for our Cleaning & Maintenance Contractor

The Committee agreed that Boxer Facilities Management can be paid electronically.

22. Procedure to be added to Standing Orders and Financial Regulations to extend the Procurement Guidelines

The Chairman would like to add more structure to the procurement process than that which is currently included in Financial Regulations and Standing Orders. A working group will also consider the new NALC regulations on procurement.

Working Group: P. Aldridge, K. Brennan, C. Danter, M. Poxon.

23. CILCA Training Update

The clerk read out her CILCA report and offered to produce information on the roles and responsibilities of the Clerk, the Chairman and Councillors. She explained that GAPTC have recommended the council should consider Quality Council status. Cllr Sztymiak proposed that Tewkesbury Town Council should work towards Quality Council Status at Bronze level.

Seconded by Cllr Clatworthy. The chairman suggested that Cllr Clatworthy

should lead on this.

Six councillors voted in favour with 2 abstentions.

24. Complaints Panel be set up to Handle a Complaint about 'Missy', a cat who visits the Town Hall Offices

Cllr Brennan asked for volunteers to be part of a formal panel of 3 people to review the complaint about Missy.

Panel Members: Cllr Burns (Chairman), Cllr Workman, Cllr Clatworthy.

Cllr Sztymiak noted that Missy is called 'Morale Officer' on the Website. This concerns him and would like the morale of office staff to be investigated. A Working Group will form to investigate this and their report will be available at the next meeting so it can inform the cat complaint panel. This proposal was seconded by Cllr Workman.

25. Review Cllr Simon Carter's Suspension from Committees

The chairman stated that the eighteen-month restriction placed on Cllr Carter will finish in May and therefore the Clerk is instructed by this committee to write to Cllr Carter and invite him to resume his full responsibilities as a Councillor.

26. Community Award Nominations

The Committee reviewed 3 nominations.

Cllr Sztymiak proposed one candidate. Seconded by Cllr Workman.

All in favour. Clerk to write to the candidate to let them know and to write to the nominator of the other candidates to update them.

27. NALC Model Contract for the Town Clerk

The clerk explained that the contract prepared by the working group expected her to 'work at clients or customer premises' and to travel from her 'normal place of employment to anywhere within the UK or overseas'. The contract also did not include an appraisal programme, request to take part in CiLCA training or increments for successful completion of relevant qualifications. For this reason the Clerk requested a National Association of Local Councils Model Contract. Cllr Sztymiak proposed that the clerk should be given a NALC contract. Seconded by Cllr Workman. However, 5 councillors voted against this. Cllr Aldridge then proposed that the clerk must accept the contract offered. This was seconded by Cllr Danter. Cllr Clatworthy, Cllr Burns & Cllr Brennan also voted in favour.

**7. Confidential
Applications for Community Grants**

Tewkesbury Abbey Applications = £50

HOPP = £0 due to the Tewkesbury Town Council's Noticeboard investment.

Meeting Ended: 9.30pm

Signed, Chairman...../...../.....