

MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING
THURSDAY 25TH MAY 2017
6.00pm

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

1. Apologies Received

- i. Cllr P. Workman

Cllr P. Aldridge and Cllr R. Mills are on holiday

2. Declarations of Interest

Name	Interest
Cllr P. Clatworthy	Item 10 Tewkesbury Medieval Festival
Cllr M. Sztymiak	Tewkesbury Borough Council & Item 10 Tewkesbury North Residents Association

3. Dispensations

None

4. To nominate the chairman of the Finance & Staffing committee

The Mayor & Chairman of the Council Cllr P. Clatworthy was nominated and elected by a majority vote.

5. To Approve the Minutes of the 13th April 2017 meeting

Some changes were made. Cllr K. Brennan stated that the complaint about a cat committee was not dependent on the results of the staff morale committee.

The Minutes of 13th April were then signed as a true record.

6. To consider the new Independent Internal Audit report and form an action plan

Cllr Clatworthy recommended that a small group should look at the audit report written by Kim Bedford and put together an action plan. Cllr M. Poxon, H. Burns and C. Danter will form this group and bring a report back to the Finance & Staffing committee. The committee also asked the Clerk to invite Kim Bedford to the next Full Council meeting to explain the report.

7. To review and combine the Terms of Reference of the Finance committee and the Staffing sub-committee

The committee reviewed the existing Terms of Reference and agreed that any Community Grant application over £1000 should go before Full Council for decision. The Finance & Staffing committee will make decisions on Community Grants up to the £1000 limit of their budget only. Now that the Finance committee is merged with the Staffing committee the Staffing committee does not need to

'furnish the Finance committee' with its budget proposals separately.

8. To consider combining committees

The committee discussed the idea that maintenance costs of the public toilet buildings should be managed by the Buildings & Mooring committee. Also, the income from the Public Toilets should be received by the Finance & Staffing committee from where the salary costs of the toilet cleaners are paid.

9. To consider the Member Officer Protocol and report back to Full Council

The Protocol was discussed and Cllr M. Sztymiak proposed it be recommended to Full Council. This was seconded by Cllr S. Raywood. 5 members of the committee voted in favour and 2 abstained.

Councillor M. Sztymiak left the meeting at 7.25pm

10. To consider the Community Grant Applications

The committee considered 8 grant applications and referred 2 to Full Council on 12th June.

11. To Start the process of accreditation with the Local Council Award Scheme

The chairman called for volunteers to form a working group. Cllr M. Poxon was the only volunteer so the item will be referred to Full Council to recruit more volunteers.

12. To receive a Payments & Receipts report for April 2017

The committee agreed the payments made in April 2017 and signed cheques for payments to be made in May.

13. To Receive a Budget report for April 2017

The committee received the budget report. Cllr M. Poxon requested information on the Scribe reports. He will attend the Clerk's office on Thursday 1st June at 10am to view the Scribe accounting system.

14. To consider the adoption of a Reserves Strategy and to allocate the surplus balance from 2016/17

The document was altered to remove the 'Assessment of Potential Risks' table of suggested values provided by the Clerk and it was then approved. It was agreed that the surplus balance from 2016/17 should be moved to General Reserves.

15. To consider the adoption of a Training & Development policy

The proposed Training & Development policy was discussed and then adopted. It is to be reviewed annually.

16. To form a Personnel committee within the Finance & Staffing committee

The Clerk delivered a report on her recent attendance at a Performance Appraisals and Employment Policies course at GAPTC. The HR Professional delivering the course has recommended that the management and appraisal of the Clerk is best handled by a Personnel committee. The Personnel committee also deals with sick leave, annual leave, contracts and informal disciplinary or grievance procedures. Comprised of the chairs of other committees and chosen for their experience in HR or willingness to attend training, one member of the Personnel committee will also be a day to day contact to support the Clerk. This committee will meet as and when required and will report back to the next available Finance & Staffing committee meeting. It is also recommended that the Council's Standing Orders and Finance & Staffing committee Terms of Reference reflect this and that the chair of the Council is not the chair of the Personnel committee. The grievance procedure will reflect this too. The Finance & Staffing committee subsequently agreed that their Personnel committee would include 5 members with a quorum of 3. They agreed that the chairs of committees, currently Cllr P. Workman, Cllr M. Sztymiak, Cllr. S Raywood and Cllr P. Aldridge, should form the committee, along with the Deputy chairman of the Council, Cllr C. Danter. Members will be confirmed when all committee chairs have been agreed.

17. To launch On-Line Payment Control with Lloyds Bank

Cllrs C. Danter, P. Workman and M. Sztymiak will attend the Clerk's office on Thursday 1st June at 2pm to go through the requirements of their involvement in this process.

18. To receive an update from Cllr P. Aldridge on the Lloyds Bank card reader

Cllr P. Aldridge is on holiday and will give an update at the next meeting

19. To receive an update on Health & Safety provision

The new Health & Safety consultant will begin work next week with fire safety checks on all buildings. Cllr M. Poxon asked the Clerk to ensure that the contract covers all assets owned by the Council, including the Moorings.

20. To propose a meeting date for the Media Policy Review group

Cllrs P. Clatworthy, S. Raywood and M. Sztymiak will meet on Friday 26th May at 4pm. The clerk will prepare and collate documents for them to consider.

21. To consider the continuation of the group formed to extend the process of procurement. Report by Cllr K. Brennan.

Cllr Brennan reported that a working group consisting of Cllrs P. Aldridge, M. Poxon, H. Burns and herself had been set up but no meeting had taken place. She stated that when the group meets it also plans to review Financial Regulations.

22. To receive a proposal from Cllr M. Poxon that the 2015/16 and 2016/17 Internal Audit Reports and the 2015/16 and 2016/17 External Audit Reports are published on the Town Council website.

The Clerk read out advice from GAPTC on what is required for display on the website. Currently the Council displays the Notice of Conclusion of Audit and Accounting Statement in line with this guidance. Nevertheless, Cllr M. Poxon wanted the Internal Audit Reports to be displayed too. The committee agreed that these reports should be scanned and placed on the website.

23. To receive reports from the two committees involved in a complaint about the cat

The morale of staff committee has not met and the health & safety complaint committee has not produced their report. Members therefore transferred this item to the next Finance & Staffing committee meeting.

24. To appoint a local photographer for official council portraits

The clerk gave the committee past costs for this service and provided information on a local alternative. The committee considered that this option represented better value for money and also supported a local business. It was agreed that The Photo Studio, Tewkesbury, will produce official council portraits for the civic year 2017/18.