

TEWKESBURY TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FINANCE & STAFFING COMMITTEE MEETING HELD ON THURSDAY 5TH OCTOBER 2017 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 6.00 PM

Present: Cllrs P Clatworthy (Chairman), P Aldridge, K Brennan, H Burns, C Danter, S Raywood, M Sztymiak and P Workman
D Hill (Locum Clerk)

Observing: Cllr J Raywood

1) To receive apologies

None received.

2) To receive declarations of interests

Cllrs M Sztymiak and P Workman, Tewkesbury Borough Council. Cllrs P Aldridge, K Brennan and C Danter declared an interest in item 5 relating to the Grant Application for Tewkesbury Christmas lights.

3) To receive dispensations

None received. Cllr M Sztymiak informed the meeting that the Clerk had confirmed that he is permitted to be a member of this committee. This is documented in the minutes of the Full Council Meeting held on 10th July 2017.

Cllr K Brennan arrived at 6.05 pm and declared an interest as minuted in item 2.

It was agreed that items 5 and 6 should be discussed in the public session. The minutes reflect the order in which the items were discussed.

4) Agree Grant applications as presented to Full Council meeting on 11th September 2017 and deferred to a Finance & Staffing meeting

It was noted that out of the grant budget of £10,000 for 2017/18, £6,625 had already been allocated. It was unanimously agreed to award a grant of £500 to Tewkesbury Christmas lights and £201.60 to Mitton Manor Pre-School. The application from Heart of Priors Park had been withdrawn prior to the meeting.

5) Agree Terms and Conditions of the Personnel Committee

The committee discussed the proposed terms of the Personnel Committee, the best way for the committee to operate and what authority should be delegated to the committee. It was agreed that the Personnel Committee should report back to each meeting of the Finance & Staffing Committee. It was also agreed that the Personnel Committee will initially be set up as an intermediate measure and that the terms will be reviewed within six months of the date of this meeting. The wording of the terms were amended to reflect that the scope of the committee will be for all staff members and will deal with staff cover where required.

6) Pursuant to section (12) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of item 7

Proposed by Cllr P Aldridge, seconded by Cllr S Raywood. Unanimous, **motion carried.**

7) To agree budget for advice services, costs of Locum Clerks, mediation and any related services until such time as the present Grievance procedure is complete

It was agreed to allocate a budget of £3,000 from Contingency. All expenditure is to be fully documented and reported back to the Finance & Staffing Committee. Proposed by Cllr P Aldridge, seconded by Cllr C Danter. Unanimous, **motion carried.**

8) To readmit Press and Public

Proposed by Cllr P Aldridge, seconded by Cllr S Raywood. Unanimous, **motion carried.**

There being no further business the meeting closed at 6.53 pm.

Signature of Chairman upon approval of Minutes

2017