

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING HELD ON THURSDAY 2<sup>ND</sup> NOVEMBER 2017 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 6.00 PM

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

- 1) **To receive apologies**  
Cllr P Clatworthy. Cllr Danter accordingly agreed to chair the meeting.
- 2) **To receive declarations of interests**  
Cllrs M Sztymiak and P Workman, Tewkesbury Borough Council.
- 3) **To receive dispensations**  
None received.
- 4) **To approve the minutes of the Finance & Staffing Committee meeting held on 28<sup>th</sup> September 2017 and the Extraordinary Finance & Staffing Committee meeting held on 5<sup>th</sup> October 2017**  
Cllr Poxon pointed out that points raised in item 17 of the meeting held on 28<sup>th</sup> September had not been documented. The minutes were amended by hand to reflect this. Following the amendment, the minutes were agreed as a true record. Proposed by Cllr Aldridge, seconded by Cllr Poxon. Unanimous, **motion carried**. The minutes of the meeting held on 5<sup>th</sup> October were agreed as a true record. Proposed by Cllr S Raywood, seconded by Cllr Aldridge. Unanimous, **motion carried**.  
**Action: The Locum Clerk was asked to arrange for the original minutes of meetings held on 6<sup>th</sup> July, 31<sup>st</sup> August and 28<sup>th</sup> September to be scanned and uploaded to the Town Council website.**
- 5) **Matters arising from the minutes – for information only**  
The work and staff programmes are to be added to future agendas for the Finance & Staffing Committee. **Action: Clerk to ensure this is added as an agenda item for each committee meeting.**  
The grants awarded at the Finance & Staffing Committee meeting held on 5<sup>th</sup> October, need to be conveyed to the recipients. **Action: Locum Clerk to arrange for grant recipients to be advised.**  
It was noted that a meeting of the Personnel Committee will be held on Saturday 4<sup>th</sup> November at 9.30am.
- 6) **To receive an update from the Internal Audit (Controls) working group members**  
It was noted that the Internal Controls checkers are Cllr Aldridge and Cllr Poxon and that the next check needs to be arranged. It was agreed that a list of working groups and their members would be helpful. **Action: Locum Clerk to arrange for a list to be produced. Cllrs Aldridge and Poxon to arrange the next internal controls check.**

- 7) **To receive payments & receipts reports for August and September 2017**  
It was noted that currently the salary figures contain an element relating to salary processing costs and that these incur VAT. Cllr Poxon proposed that a new cost centre be created in Scribe for salary processing. Seconded by Cllr Sztymiak. Unanimous, **motion carried.**
- 8) **To receive a budget report for September 2017**  
The budget report was noted. **Action: Locum Clerk to check why there was a receipt in the staffing budget.**
- 9) **To discuss and agree on a draft committee budget for Financial Year 2018/19**  
The draft Finance & Staffing Committee budget was discussed and agreed. **Action: Clerk to check amount of the Council Tax support grant for 2018/19 and to obtain a figure for payroll processing costs for the year.**

Cllr Sztymiak left at this juncture.

- 10) **To receive an update on the review of Standing Orders**  
The Locum Clerk reported that she had reviewed the version of Standing Orders provided to her by Cllr Aldridge. The Locum Clerk felt that the proposed Standing Orders had deviated considerably from the NALC model Standing Orders and that there were several entries that would make this version illegal if adopted. **Action: the Locum Clerk was asked to prepare revised Standing Orders and work with Cllrs Aldridge and Poxon to achieve a version for presentation to Full Council.**
- 11) **To receive an update on the review of Financial Regulations**  
The Locum Clerk reported that she had reviewed Financial Regulations provided to her by the office staff. **Action: the Locum Clerk was asked to prepare revised Financial Regulations and work with Cllrs Burns and Poxon to achieve a version for presentation to Full Council.**
- 12) **To note the VAT reclaim for Q2 2017/18**  
The VAT reclaim was noted. Differences were identified in entries relating to staffing and payroll processing costs and associated VAT amounts. **Action: the Locum Clerk was asked to review VAT entries for Q1 and Q2 and if possible re-calculate the VAT figures before the reclaim is submitted for Q2.**

Cllr Workman left at this juncture.

- 13) **To note the potential historic VAT reclaim for 2015/16 and 2016/17**  
The potential reclaim was noted. It was agreed to wait for the outcome on the External Audit before any further action is taken.
- 14) **To review and agree the renewal of the Scribe Accounts Software from 1<sup>st</sup> November 2017 for one year**  
It was agreed to renew the Scribe licence for one year. Proposed by Cllr Aldridge, seconded by Cllr Poxon. Unanimous, **motion carried.**

- 15) To consider and agree whether to renew the domain name tewkesburytowncouncil.co.uk**  
It was agreed not to renew the domain name. Proposed by Cllr Poxon, seconded by Cllr S Raywood. Unanimous, **motion carried.**
  
- 16) To consider and agree grant application from an outside body**  
It was agreed not to approve the grant application. All members voted against approving the application.
  
- 17) To sign cheques for payment**  
The cheques were signed. It was noted that the cheque to Scribe 2000 Ltd issued in September 2017 needs to be cancelled as it has not been received. It was agreed to pay Scribe 2000 Ltd. By BACS transfer on this occasion. Proposed by Cllr Danter, seconded by Cllr Brennan.

There being no further business the meeting closed at 9.15pm.

Signature of Chairman upon approval of Minutes ..... 7<sup>th</sup> December 2017