

**MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING**  
**THURSDAY 6<sup>th</sup> July 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

Cllr R Mills left at 8:00 pm

**1. Apologies**

None received.

**2. Declarations of Interest**

<b>Name</b>	<b>Interest</b>
Cllr P. Workman	Tewkesbury Borough Council
Cllr M. Sztymiak	Tewkesbury Borough Council

**3. Dispensations**

None received.

**4. To approve the minutes of the Finance & Staffing meeting held on the 25<sup>th</sup> May 2017**

Councillors noted that the Personnel Committee is a sub-committee of the Finance & Staffing committee. Cllr Sztymiak clarified that he is not on the media policy review group. Cllr Sztymiak then proposed that the minutes be approved. Seconded by Cllr Poxon. All in favour.

**5. To discuss the Internal Audit report with Kim Bedford of GAPTC**

Kim Bedford introduced herself. She explained that the audit was based on Best Practice and on Governance and Accountability for local councils. This year was different from last year's heavily financial audit and was based on GAPTC guidance. Kim took questions from members of the committee and was given feedback. Kim summarised that members of the Finance & Staffing committee had not been involved sufficiently and Councillor Auditors had not been active in the checking processes. Cllrs asked about s.137 payments and Kim defined these and explained the need for a separate column on the budget.

Councillors asked for a Councillor Auditor checklist. Kim said the Committee must create the process of internal control. Internal audits happen February/March and an interim one can happen in October. The Internal Audit Working Group, Cllrs Burns, Poxon and Danter, will now meet to go forward with this work.

**6. To form an action plan with members of the Local Council Award Scheme working group**

The Local Council Award Scheme working group are Cllrs M Poxon and M Sztymiak. The Clerk provided information on foundation level requirements and members agreed to arrange a meeting to look at this.

**7. To confirm the membership of the Personnel Committee and arrange a meeting with the Clerk**

The committee is confirmed as Cllrs Raywood, Workman, Aldridge and Danter. It was agreed that each member of this committee will undertake appraisal training. The Clerk will also provide SLCC Appraisal model documents. The Clerk is to request training from GAPTC. It was agreed that the Clerk's appraisal will begin when the members have completed their training.

**8. To receive a report on the Council's work experience student**

The work experience programme is complete but the committee decided that the student may continue during the summer holidays as she has requested this. The committee will come up with ideas for projects for her to work on.

**9. To receive Fire Safety Inspections reports on the Watson Hall and Town Hall and to consider allocating funds for any necessary works**

The committee decided that the Buildings & Moorings committee should investigate the likely cost to action this work. Once this is established it will come back to the Finance & Staffing committee for agreement and a cost centre allocation. The Clerk is to enquire whether DW Safety and the Fire Service can suggest a qualified contractor. Once three contractors are identified the Clerk will put in place a procurement process to invite tenders. The DW work schedule will form the specification and contractors will be asked to prioritise the work. When the tenders have been considered by the Buildings & Moorings committee the final cost will be passed back to the Finance & Staffing committee for consideration before the work is agreed.

**10. To receive Payments & Receipts reports for May & June 2017**

The payments and receipts were noted. The Clerk is to contact Scribe with reference to VAT additions which are incorrect.

**11. To receive a Budget report for April, May & June 2017**

The Report was received.

**12. To receive a report from Cllr Brennan and the Procurement Process working group**

The group hasn't met because they were waiting for the Financial Regulation working group to meet. However, Cllr Burns said this working group has met and that she will forward the results of their work on model Financial Regulations to the Clerk. The Clerk will then circulate the document to all Councillors and it will be placed on the full Council meeting agenda for approval. The procurement process working group will then meet.

**13. To consider the renewal of the one-year Ellis Whittam contract. Expiry date December 2017**

The committee decided not to renew the contract after December 2017. This was proposed by Cllr Aldridge and seconded by Cllr Sztymiak. All in favour.

**14. To consider a proposal from Cllr Brennan to employ a commercial HR consultant on an ad-hoc basis with a Budget of up to £1,000**

Cllr Brennan suggested that the committee should buy up to 10 hours per year from a commercial HR supplier. The Clerk advised the Committee that this was an unnecessary spend as advice from the County Association is free. Councillors discussed the suggested benefits of a commercial HR company. Cllr Burns proposed that Diversity Biz take over from December when the Ellis Whittam contract finishes. This proposal was amended by Cllr Brennan to start immediately on an ad-hoc basis. Councillors asked for information on GAPTC's ad-hoc HR services priced at £50 per hour. The Clerk will obtain this information from GAPTC. The Clerk will prepare a service and price comparison document for a decision by Full Council on 10<sup>th</sup> July 2017.

**15. To update the committee on the launch of On-line Payment Controls**

The committee received a report from the Clerk on the process and they discussed the implementation of this method of payment. Cllr Poxon proposed that the council go ahead with on-line payment controls and this was seconded by Cllr Raywood. All in favour and recommended to Full Council.

**16. To receive a report from Cllr Aldridge on the Lloyds Bank Card Reader**

Cllr Aldridge explained that the costs would be approximately £30 per month. As a signatory Cllr Aldridge will return to the office to chase up the bank forms promised to the Clerk.

**17. To receive a report from the Media Policy Review group**

Cllr Raywood reported that the group had met and looked through a model Social Media policy supplied by the Clerk. A report from this group will be given at the next committee meeting.

**18. To receive a report from the Clerk and RFO on the period for inspection of accounts for the year ended 31<sup>st</sup> March 2017 and external audit by Grant Thornton**

The clerk explained that the period for inspection of the Council's accounts had begun and notices had been placed on the website under 'Notices' and on the Town Hall noticeboard. The committee also requested that the notices be displayed under 'Finance' on the website.

**19. To receive information from NALC on the proposed 5% increase in 2018/19 on all NJC pay points for forward budget planning**

The information was noted. The government decision was in fact to cap the increase at 1%.

**20. To consider and approve the expenses claim of the outgoing Chairman**

The Clerk was directed by the committee to pay Cllr Clatworthy the 2017/18 £1500 Mayor's allowance immediately by cheque. Cllr Brennan's unpaid allowance of £1500 from last financial year is to be paid from the 2017/18 Civic Services/Xmas budget. Cllr Brennan will then cover her expenses with this amount.

**21. To receive and approve the 2017/18 list of regular contract payments and direct debits**

The committee received the information and requested the Clerk check the amount quoted for the maintenance contract payments and correct if necessary.

**22. To sign cheques for payment**

The Cheques were signed.

***The meeting ended at 8:50 pm***