

TEWKESBURY TOWN COUNCIL

MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING HELD ON THURSDAY 11TH JANUARY 2018 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 7.30 PM

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

The start of the meeting was deferred until 8pm due to the Committee being inquorate until that time.

- 1) To receive apologies**
Cllrs P Clatworthy and K Brennan. Cllr Danter accordingly agreed to chair the meeting.
- 2) To receive declarations of interests**
None.
- 3) To receive dispensations**
None.
- 4) To approve the minutes of the Finance & Staffing Committee meeting held on 7th December 2017**
The minutes were agreed as a true record. Proposed by Cllr Poxon, seconded by Cllr Aldridge. Unanimous, **motion carried.**
- 5) Matters arising from the minutes – for information only**
 - **Item 5** – all minutes have now been uploaded to the website. Working groups have been suspended pending a review and formation of task and finish groups.
 - **Item 12** – the Locum Clerk reported that a fourth quote for payroll services has been obtained. The new provider will be discussed at the next Finance & Staffing committee meeting.
- 6) To review draft committee budgets for Financial Year 2018/19**
The draft committee budgets were reviewed.
- 7) To agree a recommendation to Full Council for the budget for 2018/19 and the precept request for 2018/19**
It was resolved to recommend a budget spend of £433,745 and a precept request of £280,787 to Full Council. Proposed by Cllr Aldridge, seconded by Cllr Workman. Five in favour and two against, **motion carried.**
- 8) To receive an update on the conclusion of the External Audit**
The External Auditor report was received and noted. It was agreed to consider the formation of an External Audit task and finish group at the next Finance & Staffing committee meeting.

9) To note the appointment of PKF Littlejohn as External Auditors for Gloucestershire for a five year period commencing with financial year 2017/18

The appointment was noted.

10) To review progress on recommendations made by the Internal Auditor

The progress was reviewed and it was agreed to consider the formation of an Internal Audit task and finish group at the next Finance & Staffing committee meeting.

The Locum Clerk was thanked for her hard work on implementing some of the recommendations contained on the internal audit report.

11) To appoint an Internal Auditor for 2017/18

It was resolved to ask Peter Newman if he would be able to undertake the Internal Audit for 2017/18. Proposed by Cllr Aldridge, seconded by Cllr Poxon.

12) To receive a report from the Personnel Committee

Cllr Danter reported that progress had been made in relation to the Clerk in line with the resolution at the extraordinary Full Council meeting held on 20th December 2017. Meetings have been arranged with the Administration Support Officers on 22nd January.

Cllr Poxon thanked Cllr Danter for her hard work in relation to ongoing HR issues.

13) To consider grant applications from outside bodies

The application from Revitalise was not approved.

The application from Tewkesbury Town Band was agreed in principle subject to the funds being spent on the new premises

The application from Heart of Priors Park was not approved. It was noted that this application would need to be submitted in the name of the correct group.

The application from Tewkesbury C of E Primary School, Parent Teacher Committee was not approved.

14) To sign cheques for payment

The cheques were signed in accordance with the payments list.

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

Signature of Chairman upon approval of Minutes

25th January 2018