

TEWKESBURY TOWN COUNCIL

MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING HELD ON THURSDAY 7TH DECEMBER 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 2nd November 2017

The minutes were agreed as a true record. Proposed by Cllr Aldridge, seconded by Cllr Poxon. Unanimous, **motion carried.**

5) Matters arising from the minutes – for information only

- **Item 4** - it was noted that the minutes of 31st August had been updated on the website, but the minutes of 6th July and 28th September still need to be updated. **Action: Locum Clerk to arrange for the confirmed minutes to be uploaded to the website.**
- **Item 6** – the list of working groups and members is still to be produced. **Action: Locum Clerk to arrange for the list to be produced.**
- **Item 8** – the Locum Clerk reported that the payment item reported under the staffing budget relates to a refund of a salary overpayment. **Actions: Clerk to add this to the agenda for noting at the Full Council meeting in January. Locum Clerk to arrange for the reason to be noted on Scribe.**
- **Item 9** – it was noted that there will be no Council Tax Support Grant for 2018/19

6) To receive an update from the Internal Audit (Controls) working group members

No further checks have been carried out. It was noted that this was due to the current sensitive situation in relation to staffing issues and the compilation of new checklists for the Checkers to use moving forwards. It was noted that the next checks are likely to be undertaken in the New Year. **Action: Cllr Poxon to circulate a draft of the new checklists once these are complete.**

7) To receive an update on the External Audit

The Locum Clerk reported that she had spoken to Grant Thornton who had informed her that the External Audit would be completed by 15th December 2017.

8) To receive a report from the Personnel Committee

A meeting was held on 6th December 2017 to discuss the disciplinary process. A disciplinary hearing has been arranged for week commencing 11th December. It was noted that any subsequent appeal will be considered by Full Council. It was also noted that the current committee budget of £3,000 will soon be exhausted. It was resolved that a further budget of £3,000 should be made available to the committee. It was noted that the drawdown of funds from Contingency would probably need ratification at Full Council. Proposed by Cllr Danter, seconded by Cllr Brennan. Six members were in favour and there were two abstentions. **Motion carried.**

9) To consider the format, content, timescales and accountability of the Finance & Staffing Work Programme

It was agreed that the current structure was not working and that a higher level document covering key work for each committee over a calendar year would be more useful. It was agreed that a good starting point for this would be any dates stated in the new Financial Regulations and Standing Orders to be adopted at Full Council on 11th December.

10) To receive payments & receipts reports for October 2017

The Locum Clerk advised that Scribe had recently been updated to the end of November and circulated a detailed payments and receipts report covering October and November. The report was noted.

11) To receive a budget report for October 2017

The budget report was noted.

12) To consider quotes for payroll services and to agree on the new payroll services provider and the commencement date of the new service

The quotes were reviewed and it was noted that the quotes varied considerably in terms of level of service being provided. It was agreed that the commencement date of the new service will be April 2018. **Action: Locum Clerk to contact a payroll services provider in Tewkesbury to obtain an additional quote and to add this agenda item to the next Finance & Staffing Committee meeting. Locum Clerk to inform Tewkesbury Borough Council that the final payroll they will run will be March 2018.**

Cllr Brennan left at this juncture.

13) To agree whether to implement the increase in respect of the Real Living Wage for staff paid at this rate or below, to agree the implementation date and to consider the impact on employer pension contributions

It was resolved to implement the real living wage increase for staff paid at this rate or below from April 2018 and to recommend this to Full Council. Proposed by Cllr S Raywood and seconded by Cllr Poxon. Unanimous, **motion carried. Action: Clerk to add this to the next Full Council agenda.**

14) To review draft committee budgets for Financial Year 2018/19

The progress on draft budgets was noted. It was agreed that Committee Chairmen will meet with the Clerk to continue the work on the draft budgets. **Action: Locum Clerk to arrange a meeting.**

15) To consider revised Financial Regulations for adoption at the Full Council meeting on 11th December

Financial Regulations were reviewed. It was agreed to remove reference to credit checks in section 5.1. There being no further material changes to the document, it was resolved to recommend these Financial Regulations to Full Council for adoption. Proposed by Cllr Aldridge, seconded by Cllr Poxon. Unanimous, **motion carried.**

16) To consider revised Standing Orders for adoption at the Full Council meeting on 11th December

Standing Orders were reviewed. It was resolved to recommend these Standing Orders to Full Council for adoption. Proposed by Cllr Poxon, seconded by Cllr Aldridge. Six members were in favour and there was one abstention, **motion carried.**

The Locum Clerk was thanked by the committee for her hard work together with the nominated members in preparing these two documents.

17) To note the submission of the VAT reclaim for Q2 due to HMRC requirements and to approve a full review of VAT accounting in Scribe by the Locum Clerk

The submission of the VAT reclaim was noted. It was agreed that the Locum Clerk should review the VAT accounting to date in 2017/18.

18) To sign cheques for payment

The cheques were signed in accordance with the payments list.

There being no further business the meeting closed at 8.45pm.

Signature of Chairman upon approval of Minutes

January 2018