

TEWKESBURY TOWN COUNCIL

MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING HELD ON THURSDAY 25TH JANUARY 2018 IN THE COUNCIL CHAMBER, TEWKESBURY TOWN HALL AT 6.00 PM

Present: Cllrs C Danter (Chairman), K Brennan, H Burns, M Poxon and S Raywood,
D Hill (Locum Clerk) and one member of the public

- 1) **To receive apologies**
Cllrs Aldridge, Sztymiak and Workman.
- 2) **To receive declarations of interests**
Cllr Brennan in relation to agenda items 14 and 24
Cllr Danter in relation to agenda items 18 and 23
- 3) **To receive dispensations**
None received.
- 4) **To approve the minutes of the Finance & Staffing Committee meeting held on 11th January 2018**
The minutes were agreed as a true record. Proposed by Cllr Brennan, seconded by Cllr Poxon.
Unanimous, **motion carried.**
- 5) **Matters arising from the minutes – for information only**
There were no matters arising from the minutes.
- 6) **To review the Finance & Staffing Work Programmes**
Item deferred until the next meeting.
- 7) **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.**
- 8) **To receive payments & receipts reports for November and December 2017**
The report was noted. Contingency spend was queried and the Locum Clerk confirmed that this had been released to cover HR and Locum Clerk services.
- 9) **To receive a budget report for November and December 2017**
The budget report was noted.

- 10) To consider quotes for payroll services and to agree on the new payroll services provider**
It was agreed to appoint Payrolls UK, subject to the terms and conditions being acceptable. Proposed by Cllr Poxon, seconded by Cllr S Raywood. Unanimous, **motion carried.**
- 11) To receive an update on the Internal Control checking process**
It was agreed that the nominated internal control checkers will be Cllrs Aldridge, Burns, Powell and Poxon. Cllr Poxon has re-issued the internal control checklist that has been based initially on the Finance Procedure Manual as issued in April 2017.
- 12) To agree the appointment of Peter Newman as Internal Auditor for 2017-18 and to consider and agree an interim Internal Audit with Peter Newman for 2017/18**
The committee considered an email from Peter Newman advising the Town Council that he had previously provided RFO services to the Town Council. This was some years ago and no longer relevant to the appointment of an internal auditor.
The appointment of Peter Newman as Internal Auditor was proposed by Cllr Poxon and seconded by Cllr S Raywood. Unanimous, **motion carried.** It was proposed to ask Peter to conduct an interim Internal Audit in February 2018. Proposed by Cllr Poxon, seconded by Cllr S Raywood. Unanimous, **motion carried.**
- 13) To consider the request to replace two desktop computers that are around ten years old**
It was resolved to replace the aging desktop computers in the office in accordance with the quote from Quintech Computer Systems Ltd.. It was also resolved to purchase Adobe software at a cost of up to £50. Proposed by Cllr Poxon, seconded by Cllr Brennan. Unanimous, **motion carried.**
- 14) To review the renewal of the Boxer FM contract**
The contract was discussed and it was agreed to hold an informal meeting to discuss the options.
- 15) To agree to transfer £457.49 from the main account to the Mayor's account relating to the collection from the Civic Services held in 2015 and 2016**
The transfer was agreed,
- 16) To agree to earmark £5,000 in respect of grant income received from Active Together funding relating to the Warwick Place playpark project**
It was agreed to earmark the funds.

One member of the public left at this juncture

- 17) To agree to pay Waterplus by quarterly direct debit**
It was agreed to pay Waterplus by direct debit.
- 18) To agree to appoint new signatories for the main bank account**
It was agreed to appoint Cllr S Raywood to be a signatory for the main bank account.

Standing Orders were suspended by the Chairman at this juncture due to the meeting having been in session for two and a half hours.

- 19) **To agree to set up a designated cost centre for the War Memorial Group within the Town Council Budget and to earmark the amount from the closed War Memorial Fund bank account and additional donations paid into the main account but recorded as an income in the War Memorial cost centre**

It was agreed to set up a designated cost centre for 2018/19 financial year. It was agreed to earmark £5,207.73 plus interest plus £100 donation received for the war memorial.

- 20) **To approve expenditure on the repair of the Mayor's Chain of Office**

It was agreed to spend up to £500 on repairing the chain of office. Proposed by Cllr Danter, seconded by Cllr S Raywood. Four in favour, one against, **motion carried**.

- 21) **To review and adopt the Lone Working Policy**

The policy was adopted subject to three small amendments. Proposed by Cllr Poxon, seconded by Cllr Brennan. Unanimous, **motion carried**.

- 22) **To review Member Officer Protocol issue reported to the Clerk and agree any necessary action**

The issue was discussed and it was agreed that the Clerk will meet with Cllr Danter to draft a letter to be sent. **Action: Cllr Danter to meet with the Clerk and the Clerk was asked to publish the Protocol on the website.**

- 23) **To agree the formation of a task finish group relating to achieving the Foundation Award of the Local Council Award Scheme**

It was agreed that Cllrs Burns and Sztymiak work with the Clerk to form a task finish group. Cllr J Raywood may also possibly be interested in joining the group.

- 24) **To consider and agree grant applications from outside bodies**

The grant application from the Rotary Club was agreed. It was also agreed to scrap discretionary rates for hall hire and to deal with all requests through the grants procedure.

- 25) **To agree to waive hall hire charges for the Vintage Fair held on 22nd April 2017**

It was agreed to waive the hall hire charges. Proposed by Cllr Poxon, seconded by Cllr Danter. Unanimous, **motion carried**.

- 26) **To sign cheques for payment**

The cheques were signed in accordance with the payments list.

- 27) **Pursuant to section 1(2) 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 the following item.**

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

- 28) **To receive a report from the Personnel Committee**

Cllr Danter gave an update from the Personnel Committee.

There being no further business the meeting closed at 9.45pm.

Signature of Chairman upon approval of Minutes

8th March 2018

DRAFT